**Meeting Date:** Oct 23rd, 2015

**Meeting time:** 4:30-7:00 pm

**Attendees:** Lana, Jeremy, Gabriel, Mark, Kristina, Alessandra, Olivia, Mariel, Christina, Annie, Tristan, Ariel, Jes

**Absent:** Abdul Ashour

**Action Items for next Meeting:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Action** | **Owner** | **Description** | **Due Date** |
| A01 | **Christina** | Provide Annie with an updated list of email addresses for all meeting attendees | In time for next agenda distribution |
| A02 | **BOD** | Raise any concerns that need to be discussed with the governance board before next meeting. | ASAP |
| A03 | **Christina** | Raise concerns to governance board:   1. Stipulating commenters names throughout meeting minutes - is this necessary? 2. Appropriateness of citing information that has been obtained outside of SAF discussions, in discussions and in decision making 3. TBD... | November |

**Agenda and Meeting Minutes:**

*Note: Prior to meeting start, conflict of interest forms distributed*

[4:35 PM – Meeting called to order]

1. Welcome + roll call

Meeting attendees went through a round of introductions, to introduce themselves to Jes, the new meeting minute taker (name – organization):

* Lana - ASFA
* Jeremy - CSU
* Gabriel - CSU
* Mark - Sustainable Concordia
* Kristina - FASA
* Alice - Student at Large
* Olivia - CASA
* Marielle - Alumni
* Christina - SAF CEO
* Annie - SAF BOD Facilitator
* Jes – Meeting Minute Taker

1. Review and approval of agenda

* Agenda reviewed
* A motion to approve the agenda was made by Mark, and seconded by Jeremy
* Agenda approved

1. Review and approval of the minutes of the October 2, 2015 meeting

* Christina’s computer crashed after last meeting, so minutes from last meeting were unavailable for review – she expects to be able to extract them once she gets it back from the Apple store
* A motion to postpone was made by Kristina, and seconded by Marielle.

1. Informal review of the AGM minutes

* Christina asked if everyone had a chance to look at the minutes, and gave people the opportunity to ask questions; none asked

[Off topic discussion:

* + Mark requested that all meeting minutes, agendas etc. be saved on the drive; there was agreement that this would be useful
  + Annie also explained that she will send the agenda out a week in advance in order to accept any changes, and then send the edited version out before the meeting
  + The question was posed to the group whether everyone was satisfied with the communication around the meeting – agendas, meeting minutes; no concerns raised
  + Annie also advised that she might need an updated email list for the group, and that if anyone wasn’t getting anything, to let her know

1. General SAF updates (Christina)
2. Project applications:
   * Lots of applications came in for the month of October (Sept only one, whereas this month received six, with rather large projects)
   * Been having a lot of meetings around projects, trying to ensure have as clear information on applications as possible
   * There was some miscommunication around deadline; now cleared up, deadlines will be posted on the website, Facebook group, and newsletter so that people can be directed here who want to submit, also giving people lots of time to get applications in by deadline, ask questions, etc
3. SXSW ECO Conference:
   * Christina went to South by Southwest ECO Conference for personal development
   * Focused on what’s going on in the world – space is the place for sustainability
   * By having someone from SAF going to something like this, have a better understanding of what’s going on in a bigger context
4. Blog:
   * Been working on blog content, trying to make it applicable to people outside of staff
   * If anyone has any ideas or anything we should write about, let her know
5. Concordia Sustainability Policy:
   * Been working with Sustainable Concordia around the sustainability policy at the university
   * Will be able to see the draft at Concordia.ca/sustainability – should comment on it
   * SAF helped out with public consultation - one held this past Tuesday, another to be held Oct 29th at the Loyola Hive from 2-4pm
     + By involving students and the community to make decisions about what happens at Concordia, setting a precedent
     + Also an operational sub-committee looking at sustainability in university operations, looking at new ways of communicating with the admin, what they need in operations, consistency with universities
6. FLAC – Fee Levy Advocacy at Concordia
   * Justine is SAF's FLAC delegate and that there have been some tensions lately about the opt-out process for students.
   * FLAC is currently discussing how the opt-out process could be improved.

*[Alessandra Joins late, Ariel later arrives late]*

1. Committees’ reports (Governance, HR, Marketing, Finance)
2. SAF Finances - Represented by Alice for the Finance Committee
   * Finance committee meets every month before the monthly meeting to discuss budget and what remains
   * For each project money is given to, project team has a two month period to use money before the project has finished, and the Finance Committee must receive updates on status, or they will reach out to find out how the money is being used
   * Finance breakdown:
     + Burritoville currently has over $7000 left, Event Outreach has $4659 remaining, and AGM’s remaining budget is $39
     + To date, a total of **$26251 is allocated** to 7 projects, with **$86759 remains in budget** for student funding
   * Finance year runs from May 1st, to April 30th
3. Special Projects’ recommendations & project applications review
   * Robert’s Rules reminders:
   * Call to Question: If it is felt that a discussion is going on and on, before the speaker’s list is over, board member can raise hand and request that the vote is had right away (facilitator cannot make this request). Group will then vote to vote, requiring one additional vote to pass.
   * Robert’s rules don’t allow bending of motions. If someone makes a motion and another seconds, group must vote it down, and a new motion be made.
   * When want to break, have to motion (Facilitator cannot recommend)

*[Robert’s Rules summary sheet handed out for anyone who did not get a copy last meeting?]*

* + Special Committee has the power to vote independently for funding of up to $1000, if they feel confident about allocating or denying funding for a particular project
  + Fee allocations:
  + When decisions are made, Christina (CEO) will contact applicant via email to advise of decision, outline stipulations, as well as next steps (Meeting to discuss policies, communication process with SAF, signing of contract and communication of anything else the board has requested)
  + If an event is cancelled, funding will also be cancelled. If a group applies and completely reforms plan or significantly changes the date, they would have to reapply. If less funding is allocated than requested, applicant may have to scale back project.
* Allocations and Recommendations - Special Project Committee (Mark, Gabriel - with Tristan not yet arrived)

**I - Cycle 2 Charge (Requested: $650.00)**

Funding details were a bit vague last time, applicant provided an updated budget with more detail, links, etc. and Special Committee resolved to allocate the full funding request.

*Allocation movement:*

BIRT SAF allocates full funding of $650 to the Cycle2Charge project.

*Vote Result:*

* Unanimous

**II - Anti-Colonial Dinner (Requested: $2000.00)**

*Recommended movement:*

BIRT SAF allocates $2000.00 to the Anti-Colonial Dinner Event with the stipulation that the funding is not spent on travel or accommodation costs.

This is an annual dinner that has been held for the last ten years. Some concerns with the application involved an allocation of money to travel for the speakers.

How money is spent is controlled in that SAF reimburses money to projects when they provide original receipts. Additionally, it was recommended that the group keep in mind precedence when allocating funds; want to stay true to decisions made in previous years, and be consistent (ie. When allocating funds to travel, etc.)

It was also noted that SAF has not allocated any funding to this project , but they have recently had 30% of their budget cut. This is the same amount they’ve requested from McGill, so although amount is large, is reasonable.

No one moves, Annie calls the vote.

*Final motion:*

BIRT SAF allocates $2000.00 to the Anti-Colonial Dinner Event with the stipulation that the funding is not spent on travel or accommodation costs.

*Vote Result:*

* Unanimous vote to allocate funding

*[Tristan arrives late - approximate]*

**III - COY11 (Requested: $5000.00)**

*Recommendation:*

BIRT SAF allocates $3000.00 to the COY11 to be spent on translation ($2000.00) and the opening ceremony cocktail ($1000.00).

There was much debate around the discussion of this application in the Special Committee meeting, and Christina recommended a process for discussion:

* Do we like this project and want to fund it?
* Do we think the amount of money is appropriate, given the circumstance?
* Review budget, figure out what a reasonable allocation would be

Special Committee consensus was that this could have long lasting effects on sustainability in the province, and they wanted to fund it. Recommendation was to fund the translation ($2000) and the opening ceremony cocktail ($1000), as budget seemed reasonable for these items. Additionally, by funding the opening ceremony, SAF would be supporting a mobilizing event.

The project is in alliance with CUP21, a promotion in lead up to the event. Many schools are holding similar events, trying to increase involvement.

Concerns expressed during the meeting were around the high amount of funding requested, the lateness of the application (Event announced in May), and the short time lines (planned for November – application received Monday, October 19).

Other concerns:

* With the short timelines, how they would be able to confirm funding from various sponsors and actually proceed with event
* Ability to book desired venues on such a short time frame
* How they would be able to confirm the honorarium if the speakers will not be confirmed until the beginning of November
* The chances of confirming many of the big speakers mentioned, on short notice
* What the tickets will cost, and other fees for attending the event
* The film they are planning to show was recently shown as a Cinema Political film
* Budget seems very loose, with costs that are not necessarily appropriate to what is being planned
* No advertisements have been seen for the event (and it’s only a month away)
* Would have to mobilize very quickly and effectively, once they have funding approved

Some considerations recommended by various board members:

* Group has been meeting regularly at Sustainable Concordia – may not be a last minute decision to hold event
* Just because the application was only recently submitted doesn’t necessarily mean they haven’t been planning for months; they are probably not the only group in this situation
* Cocktail would be a good opportunity to advertise SAF
* SAF would share the event with networks (via newsletter, facebook,etc.)
* Beneficial to SAF to sponsor, even if not held in most ideal location

Other funding considerations discussed:

* Whisper translation – would provide better access for Anglophone Concorida students
* Communication aspect
* Possible stipulations that the event be held at Concordia, or in Montreal - some felt that this would ensure it was accessible to Concordia students, if on the Island, or held at Concordia. Not to mention, funding is intended to benefit Concordia students, so if the event is held in say, Quebec City, event would not be considered accessible to Concordia students. This said, SAF is not one of the major sponsors, so to dictate where the event be held may be unreasonable

After much discussion, a final motion is made by Jeremy, seconded by Mark.

*Final Motion:*

BIRT SAF allocates $3000.00 to the COY11.

BIFRT SAF allocates $2000.00 to be spent on translation.

BIFRT SAF allocates $1000.00 to the opening ceremony cocktail with the stipulation that the cocktail is held on the island of Montreal.

*Vote Result:*

* Unanimous vote to allocate funding

**IV - Rap Battle Against the Tar Sands (Requested: $3500.00)**

*Recommendation:*

BIRT SAF allocates the minimum required funding for the event, $2105.00, to the Rap Battle Against the Tar Sands.

The event was funded last year, with great success. It mobilized a lot of students and raised awareness. Many concerns with this application were with an unclear budget. Earlier in the day an updated budget was provided with a clear breakdown of costs.

After review of the updated budget, it was clear that the minimum requested amount from SAF was actually $1305, but with some additional funding, the event would be improved. Full ask from all groups $5600, with a budget of $4705.

Discussion around funding:

* SAF over representative in requested funding
* Funding media – Some expressed the thought that by funding videographer, may allow people to watch if they didn’t attend, would have a lasting effect. Others disagreed, that these videos were costly, and may not be watched (and hadn’t in previous years). Social media videos would be more viral, and would be uploaded by attendees, without payment.
* Funding workshops – really valuable

Final motion made by Alessandra, seconded by Jeremy.

*Final Motion:*

BIRT SAF allocates $2005.00 to the Rap Battle.

BIFRT the funds are allocated as follows:

* $1305 to cover the minimum cost requested from SAF for the event
* $400.00 for the workshops and
* $300.00 for the media ads

*Vote Result:*

* Unanimous vote to allocate funding

**V - Transform(er) Montreal – Disrupt & Democratize Our Economy (Requested: $9000.00)**

Conference focused on solving problems collectively. Taking place Mar 18 – 20th, free to participants, and awarding 5x $1000 prizes to social entrepreneurs.

No recommendation was made by the special committee, due to concerns around the funding proposed.

Some of these expressed in the meeting included:

* Awarding prizes to social entrepreneurs (Don’t know what these are, and can’t control how the funds are allocated by entrepreneurs; funding intended to benefit Concordia students)
* Asking for $9000, whereas budget is $5000; budget is quite unclear
* Poor wording around logistics coordinator and high payment for such a short period of work ($3000 to be paid for work during conference)

Other concerns:

* Applied for funding from CSU as well, but the information included in the CSU application was different
* Not Concordia centric, yet a lot of money requested from Concordia organizations (extends into Montreal, but Concordia funding dependent)
* Unclear how Concordia students would benefited, and a lot of money for something with low benefit to Concordia students (Will be volunteer, internship and general participation opportunities for students, not to mention networking opportunities)

[*Off topic:*

* *Board was reminded – everyone should make one comment, so that others can comment as well*
* *Try to leave biases and external information at the door (personal biases, so not unfair in decision making process)*
* *Make decisions as a neutral board member*
* *Something governance committee could think about - How appropriate is it to bring information from externally, even when applicant hasn’t provided to SAF*]

Final motion made by Jeremy, seconded by Mariel.

Kristina motions that the BOD vote it down, as she would rather a global allocation of funds. Gabrielle seconds this, given the option to also fund local food.

*Initial Motion:*

BIRT SAF allocates $4200.00 to the Transform Montreal project.

BIFRT $4000.00 is allocated toward the speaker fees

BIFRT $200.00 is allocated toward the Hive café 5 à 7

*Vote Result:* 1 in favor, 6 against, 3 abstentions

* Rejected

Kristina puts forward new motion, seconded by Alice.

*Final Motion:*

BIRT SAF allocates $5000.00 with the stipulation that the funding is not spent on the following:

* travel and accommodation costs
* prize money and
* logistics coordinator

*Vote Result:* 5 for, 0 against, 5 abstentions

Vote is halted, as Gabrielle expresses that she isn’t ready to vote.

Additional discussion:

* Concerns expressed about negative connotations around telling what they cannot do, as opposed to what they can. On the other side of this, by clearly stating what it cannot be used for, protects SAF. Christina advises that this will be communicated positively.
* Concerns expressed about covering printing costs – If not going to fund printing costs for another project, should be consistent with (opposing view that sometimes would be allowed, depending on the case – was done in a previous year). Gabrielle proposes an amendment, to add removal of printing costs, which Tristan seconds. After some discussion this is abandoned.

Re-vote Called.

*Re-vote Result*: 5 in favor, 1 against, 4 abstentions

* Motion passes with 50% of votes +1, to allocate funding

**VI - CSCE Canoe projects (Requested: $5000.00)**

End goal build a concrete canoe, creating a model for future generations to use.

No recommendation was made by the special committee, as they had a lot of questions.

Some of the concerns included:

* Lots of money towards travelling
* Registration in an association with an organization not familiar with
* Concerns with objectives and justification
* Not clear how many participating, how many need to be accommodated
* Conference is in Montreal – if so, why travel?
* If funding new materials, what are they and what for?
* Cement contributes to greenhouse gases – one of goals is to experiment with new types of cement compositions (use less water, etc) – this could be much stronger in their application
* Not a lot of sustainability efforts highlighted in application

Christina called coordinator and hasn’t’ heard back from her, but did meet with project coordinator for SAF who had many of the same concerns.

Event is not taking place until May, so there is still time to get more information from the applicant. Need to go over everything in application; Christina will go talk with them before the next meeting.

Gabrielle motioned not to vote on allocating any money at this time, that discussion be postponed until next month. Christina recommended that instead of postponing, better to deny funding and encourage them to reapply.

Jeremy motions to deny funding, seconded by Gabrielle.

*Final motion*:

BIRT SAF denies funding to the CSCE Canoe Project

*Vote Result*: 9 in favor, 1 abstention

* Motion passes to deny funding

1. Other matters
2. Set date of next meeting:
   * After some debate, group agreed to meet November 27th at 5pm (given that the next project application deadline is November 9th)
3. Meeting minutes format:
   * Do we think that names should be mentioned throughout notes?
   * Agreed this is something for the governance board to discuss; SAF BOD to think about this, and raise any points they have to Christina, and she will raise to governance board

Jeremy motions to adjourn meeting, seconded by Mark.

[Meeting adjourned at 7:25pm]