

**Sustainability Action Fund
Annual General Meeting Minutes
27 October 2011
2.00pm in H-7th Big lounge**

1. Call to order

AGM called to order at 2.10pm by CEO Jeffrey Riley. Quorum is met with 26 members in attendance.

CEO briefly presents the SAF to membership.

AGENDA:

- Approve last year's agm minutes
- Annual report 2010-2011
- Budget 2011-2012
- Board of Directors
- By-laws amendments
- Question period

2. Approve last year's AGM minutes

Copies of minutes from last year's AGM (22 November 2010) are distributed. CEO presents main points on Powerpoint. Motion to approve last AGM minutes: 24 vote yes, 2 abstain, no objections. Motion passes.

3. Annual report presented by exit-CEO Khalil Haddad

- SAF on track to help ConU achieve excellence in sustainability
- 44 projects approved over the last year out of 81 applications
- Made project application process more efficient
- Increase in transparency through Governance Committee
- Fair hiring process and institutional memory
- Advertising for the fund and new website
- Keeping books up-to-date
- Summarized statement of activities from June 1 2010 to May 31 2011
- Financial audit in progress

4. 2011-2012 Budget

Tentative budget is presented by Daniel Dabora

- (Document to be appended to Minutes)

Motion to approve proposed 2011-2012 budget for \$231000.00 and rollover budget (\$11515.29). 25 vote yes, 1 abstains, no objections.

5. Board of Directors

Motion to approve Board of Directors appointed for 2011-2012. Approved unanimously.

6. By-laws

Haddad presents by-laws amendments and new Board positions: Chairman, Vice-chair, Secretary and Meeting minutes secretary. Hard copy of by-laws is distributed and displayed on the screen.

Motion to approve by-laws along with proposed changes. Seconded. 25 vote yes, 1 abstains, no objections.

7. Adjournment

AGM adjourned at 2.47pm

Minutes by Ghanish Ghoorah