

# SAF BOD Meeting – February 2017 Meeting Minutes

## *Full Session*

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Meeting Date: February 6th, 2017

Meeting time: 17:40 (informal beginning)

Attendees: Nadra Wagdy (SAF CEO), Kristina Parker (Facilitator), Devon Ellis-Durity (Student at large) Alice Wei (Student at large), Julia Glassco (Alumni), Mark Underwood (SC), Lana Galbraith (CSU), Agunik Mamikonyan (ASFA), Isabella Donati-Simmons (FASA), Antonious Petro (SAF Projects Coordinator), Jes Way (Meeting Minutes)

Absent: Samantha Goudreau (CSU), Mudasser Akbar (GSA)

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### 1. Welcome + Roll call

### 2. Review and Approval of the Agenda (SKIPPED)

### 3. Antonious Intro and Project Proposal

- In his new role, proposing some documentation/guidelines
- Presented a list of proposed processes based on issues that have been identified:
  - Related to decisions on project funding, metrics, and strategic planning
  - Proposed update reporting system
  - 5 year strategic plan for SAF
  - Update contract templates
  - Update metrics document (not currently easily managed)
- Described how this would be implemented, who he would consult with and reasoning for proposal
- Requesting additional hours in order to deliver this proposed project (Ariel confirmed that we would still be under budget)
- Feedback from the board:
  - Isabella offered to provide some ideas she has, as some of her experiences could be helpful
  - Good to finish project while we have the same board members (over 8 week period with overtime rather than over a year or something)
- Planning - Nadra working with Tony, and would like to bring the SAF staff together to ensure we have one detailed project plan to share with the administration, the public, etc.
- Revising the Bylaws: Mark would like to be involved with revising the Bylaws, and we'll have until the AGM to get these completed
- Tony needs approvals from the board on the budget changes for his schedule and pay

Recommendation that board approve having Tony work 60 hours in total, from now until April board meeting (over the next 10 weeks). To be reviewed later in the meeting when quorum is met.

[6:13 Alice arrives; formal start to meeting as quorum is met]

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### 3. Approval of Past Meeting Minutes

Agunik motions to approve all past meeting minutes, Julie seconds

Vote: unanimous (7)

Returning to recommendation during Tony's proposal, Julie motions to approve having Tony work 60 hours in total, from now until April board meeting (over the next 10 weeks), seconded by Mark.

Vote: unanimous (7)

### 5. Committee Updates

- Finance committee updates - have requested T4 tax slips for honorariums

### 8. General SAF Updates

- General:
  - Global game Jam went well; Justine was on the Jury
  - Justine started her social media campaign for SAF anniversary
  - Held the opt ops, had approximately 40, about 10 more than last semester
  - Justine launched new website
  - New application form posted on the website
  - Marketing committee welcome to join meeting with consultant working on Website
  - Working with other financial committees to create a workshop for Fee levy organizations
- Two \$500 scholarships coming up:
  - Will announce two awards on anniversary
  - Deadline Feb 23 - Need to do outreach, already have two application
- Partnering with sustainable concordia for sustainability series
  - Discussions on sustainability topics
- Working on strategic plan, which will have governance contributions and Tony's work; want to have a strategic plan that partnerships contribute to
- Open source birth projects has now been cancelled - some HR challenges - so majority of the allocated \$5000 will be reallocated to project funding
- Nadra met with Mcconnell foundation about the allocation guidelines, how they track their funding, their stance on things like honorariums and travel, metrics:
  - Important to consider a project within its entire situation; Impacts to the university
  - They fund honorariums, maybe SAF is not managing these correctly as he was surprised that this is a challenge for SAF
  - They are more focused, and SAF is more broad, but still important to have clear guidelines for partnerships
  - Also gave some feedback around Metrics (Students that have been impacted, what they go on and do in life); numbers don't make sense when funding a small 200 project; \$300 project should not require a large board discussion

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### 9. Other Matters

- No other matters

### 10. Adjournment

Alice motions to adjourn, seconded by Agunik.

[6:51 - Meeting ended]