**Meeting Date:** Jan 21th, 2016

**Meeting time:** 17:30 - 19:00pm

**Attendees:** Annie Lalancette (Facilitator), Lana Galbraith (ASFA), Kristina Parker (FASA), Marielle Collet (Alumni), Mark Underwood (SC), Tristan Masson (SAL), Gabrielle Caron (CSU) (arrived late), Olivia Oudinot (CASA), Alice Wei (SAL), Ariel Dabora (SAF CFO), Christina Bell (SAF), Jes Way (Minute taker)

**Absent:** Jeremy Blinkhorn, Alessandra Willsher, Abdul Ashour (ECA)

**Action Items for next Meeting:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Action** | **Owner** | **Description** | **Due Date** |
| A01 | **Jes Way** | Fix spelling errors in Marielle’s name (last month) |  |
|  |  |  |  |

**Agenda and Meeting Minutes:**

1. Updates:

[started updates at 5:35]

* Interviewed five people for the coordinator position, hope to have a decision beginning of next week, and ideally someone starting a week after that
* Scholarship applications reviewed with committee; went really well, with a decision to split against two students ($500 + $100 donation)
* Next week’s 5 a 7
  + Will be launching next scholarship and announcing winners
  + Given that collaboration is an important initiative for SAF, the next scholarship will require that if someone applies, they must also nominate someone else
  + Will also launch partnership with FASA, DIY music production panel, have a special speaker attending
* Sent Justine to Loyola to spread the word around SAF
* FLAC opt-outs are in progress - participating in a tabling fair the next two thursdays, asks that people are supportive about this whole process when representing SAF

[17:53 PM – Meeting called to order]

1. Welcome + roll call:

* 7 board members present, quorum met

1. Review and approval of agenda:

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

1. Review and approval of the minutes of the Jan 7th meeting:

* Jes to correct Marielle’s name
* Motion to approve minutes from Oliva, seconded by Tristan (with corrections)
* Vote for acceptance of meeting minutes: Unanimous

1. Committees’ reports (Governance, HR, Marketing, Finance)

* Finance:
  + Went over check register, checked every five checks (caught void checks)
  + Project allocations: $63,200 remaining from now until April
* HR:
  + Did not meet, but need to meet soon
  + Ariel (CFO) wants to renew his contract
* Marketing:
  + Had the idea of a blog post of Board member spotlight - interview questions, get perspectives from board, alumni, and other perspectives
  + Working on outreach themes, still brainstorming, welcome to feedback from board members around outreach themes
* Governance:
  + Have talked about SAF partnerships, and how governance thought that should look like - Christina working on a one sheet document as part of long term board manual project
    - Also include conflict of interests form, updated mission, etc.
  + Thinking about having a pizza party for bylaw editing this summer, as there are many revisions still to be made

1. Special Projects’ Allocation

**I - Battle on Bosworth Theater Project (Requested: $569.83)**

*Allocation***:**

BIRT that SAF allocates $419.83 to the Battle on Bosworth project to cover costs outlined in the original budget.

Requested three different types of funding (Confusing); Christina got a call before the meeting confirming this was correct. Production based loosely on Richard the 3rd. Allocation pays entirety of budget. Were also going to be receiving some money from another group ($150), but said they would just use for another production if SAF provided full allocation ($419.83).

1. Vote on closed session for applications review:

* Move to go into closed session, motioned by Lana, seconded by Alice

*Vote*: Vote 5 for, 2 abstentions (Majority)

[6:08 pm: Move into a closed session]

[6:32 Move back to open session]

1. Other matters
   * Feb 9th, Mark’s panel discussion around no oil pipelines
   * Future meetings:
     1. Thursday’s and Friday's
     2. Next month Friday
   * Alice motions to adjourn, Mark seconds
2. Adjournment

[Meeting adjourned at 6:37pm]