**Meeting Date:** Jan 7th, 2016

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

**Attendees:** Annie Lalancette (Facilitator), Jes Way (Minute taker), Kristina Parker (FASA), Christina Bell (SAF), Abdul Ashour (ECA), Mark Underwood (SC), Marielle Collet (Alumni), Tristan Masson (SAL), Alice Wei (SAL), Lana Galbraith (ASFA), Gabrielle Caron (CSU) (arrives late).

**Absent:** Olivia Oudinot, Jeremy Blinkhorn, Alessandra Willsher

**Action Items for next Meeting:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Action** | **Owner** | **Description** | **Due Date** |
| A01 | **Christina** | To add last names to last month's notes | Completed |
|  |  |  |  |

**Agenda and Meeting Minutes:**

[17:17 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 Lana, and seconded by Marielle
* Agenda approved

1. Review and approval of the minutes of the November 27 meeting:

* Vote for acceptance of meeting minutes: 5 for, 2 abstentions
* Christina to add last names to previous minutes - **Action Item**

1. General SAF updates (Christina):

* Offices closed for two weeks over the holidays
* Sustainability scholarship:
  + Decided that SAF would be in control of application process this time, using a committee for people from outside of SAF
  + 7 applicants - lower number of applicants than expected; want to get feedback from people about what could make this more successful
  + 12 people want to be on the applicant review committee:
    - Will break the group into two, with half people on committee for each semester (will offer the scholarship each semester)
    - Applications will be reviewed by faculty and community members
  + Not decided yet whether meetings being recorded, or closed sessions
  + A scholarship awarding event will be held on Jan 28th @ Burritoville from 5-7
    - Will use event as an outreach possibility = everyone is invited, or welcome to provide suggestions around the event
* General outreach: want to be more present at Loyola, renting tables
* Opt Out hosting tabling event: People will be able to come opt out of fee levy groups (including SAF, Jan 28 11-3 @SWG, and Feb 4 - 11-3 @Loyola)
* Collaborating with Fasa and panel discussions (accessibility to arts for marginalized/invisible groups)
* Curriculum project: 60 applicants for the Coordinator position, will be conducting interviews towards the end of next week

[5:31 Gabrielle arrived}

* SAF Employees:
  + Have been meeting every other week to talk about goals for the week
  + Have determined they want to be really present at events, and will be proactive in planning to attend, have content ready to bring to the events when they do come up last minute
  + If anyone knows of any events, has recommendations on content, knows someone who may want to get involved, or any ideas, let Christina know

1. Report on Robert’s Rules regarding closed sessions (called executive sessions)and minute-taking (Annie):

* Robert's rules calls closed sessions executive sessions - Annie was looking into this

[536: Ariel arrives]

* Executive sessions usually called for discussions that need to be confidential, for a particular group; this is basically what the board sessions are doing now
* Can vote in these sessions, and the decision of the vote would be in the minutes (but not the discussion that led to the decision)
* Minutes:
  + In the notes, don’t need the seconder, just the name of the person who recommended
  + Not necessary to summarize discussions or names, mostly focused on concerns, votes
  + Exec summary is a separate document, as we are doing, noting the beginning and end of session, who attended, and the decisions
  + Governance Committee - Something to think about and include in bylaws? These rules are just a guide; what we are doing fine

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

* Current allocation remaining: $73,169
* Finance:
  + Workshop on not for profit financials, attendees received finance training, learned about audits, assets, amortization, budgeting processes, etc.
  + Christina and Ariel have information to share if anyone couldn’t make it
  + Finance committee didn’t meet in December, will be meeting in Jan
* Side discussion - Noelia: Decided that it would be useful to have her attendance in special project meetings since she is in contact with applicants. Makes less sense to have her attend the board meetings, since they are quite full
* HR:
  + Met to go through a questionnaire with Justine and Noelia, get feedback on how things are going
  + Talked about improving communication around what’s going on, talk all the time, but can get out of sync on everything that’s going on, so trying to meet regularly and will start sending updates to others about what’s going on in the week, what’s coming up, things they need to be aware of
* Marketing:
  + Did not meet, no update; meeting next week
* Governance:
  + Did not meet, no update; meeting next monday

1. Special Projects’ Allocation

**I - Panel Discussion on Sexual Violence as Weapons of War (Requested: $400)**

Panel discussion has been going on for 25 years, difference panels will be submitted for the event, of which this is one of them. Because it was under $500, Special Project committee decided to allocate funds.

*Allocation:*

BIRT SAF approves full funding of $400.00 to the Panel Discussion on Sexual Violence as Weapons of War with the caveat that SAF funding not be spent on transportation and parking fees.

*Vote*: Motioned by Mark, seconded by Tristan

* Unanimous

1. Vote on closed session for applications review:

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

*Vote*: Vote 5 for, 2 abstentions - majority

[Approximately 6:00 pm: Move into a closed session]

[6:50 Move back to open session]

Lana moves to ratify all motions that were voted upon, seconded by Kristina.

*Vote*:

* Unanimous

1. Other matters
   1. Next meeting :
      1. Jan 11 next due date for special projects
      2. Thursday night - Jan 21st at 5:30
   2. Availabilities for Winter semester
      1. Thursday and Friday evenings are looking like reasonable days to meet regularly, although not everyone is present
   3. Mark motions to ajurn, Alice seconds
2. Adjournment

[Meeting adjourned at 6:56pm]