**Meeting Date:** Nov 27th, 2015

**Meeting time:** 17:00 - 18:45pm

**Attendees:** Annie, Mark (Sustainable Concordia), Gabriel CSU, Kristina FASA, oliva CASA, Alessandra GSA JMSBU, Lana ASFA, Christina SAF, Mariel, Tristan SAL, Alice SAL, Ariel, Jeremy CSU, Jes

**Absent:** Abdul

**Action Items for next Meeting:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Action** | **Owner** | **Description** | **Due Date** |
| A01 | **Jes** | Revise Oct 23rd notes, where Jeremy’s name is written as Jason | DONE |
| A02 | **Board** | Provide feedback to Christina around how SAF Scholarship award should be funded | Dec 22, 2015 |
| A03 | **Board** | Provide feedback to Christina around how they want to receive project updates (Meeting, report, etc) | Next meeting |
| A04 | **ALL** | Advise Christina of availabilities in new year | Next meeting |
| A05 | **Christina** | Create Doodle in order to determine time of next meeting | Dec 22, 2015 |
| A06 | **Christina** | Create Doodle for Finance training | Next meeting |

**Agenda and Meeting Minutes:**

[17:05 PM – Meeting called to order]

1. Welcome + roll call:
2. Review and approval of agenda:

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

1. Quick review of rules of discussion (e.g., point of information, speakers list):

* With large board this year, more structure needed in discussion. Speakers list will be used; need to make eye contact with Annie and she should nod when people can speak
* According to Roberts Rules, people that haven’t spoken will have priority to speak
* If someone wants to answer a question, they can cut through the speaker’s list by saying “direct response”, but will only be able to directly answer the question

1. Review and approval of the minutes of the October 2nd and 23rd meetings:

* Jes go back to Oct 23rd - and revise Jeremy’s name (written as Jason)
* Motion to approve agenda with changes for both minutes Kristina, Seconded by Tristan

1. General SAF updates (Christina):

* SAF Scholarship Award:
  + Test run of new scholarship program, promoted on SAF website in case anyone has feedback around marketing or how it’s going (bi-annual scholarship)
  + Using interest earned on money in the external account and giving it back to students who contribute to sustainability in an extraordinary way on campus; also looking for feedback on how SAF can better contribute to change on campus
  + Gives people the opportunity to participate without having to submit a long written application, can send in a song or photo essay, or whatever medium they prefer
  + Need 1-2 letters of support from someone who works with them (Prof, peer, whoever)
  + In the future, hope to work alongside the university to give based on financial need
  + Applications due Dec 22, will need feedback from board as a review committee for applicants; need to figure out how to award this award
  + Jan 2, will have a party to award person and raise awareness about award and SAF
* Project Updates:
  + Discussed with the Governance board that SAF should provide updates on projects that they have allocated funding to so that the board has awareness of progress
  + Toxic tour: ($150 per student on bus tour) Project was completed and final report provided. Group only managed to get one Concordia student to attend the event, but the event was successful
  + Alice in wasteland: ($130.91 for printing) Project report provided, completed project, but had some challenges with project planning
  + Petite Ville en Rouge: Allocated funding to start bike Coop space - shop is functional and they are conducting workshops
  + Burritoville: Waiting on their report, will likely have a revision request as they weren’t able to spend the money the way planned
  + Concordia's Farmer’s Market: (Funding for 2014 and 2015) Funding has come to an end, but continues successfully and they are aiming to increase further
  + Bikes to recycle energy: ($12,000) Building bikes in gym to create energy in different areas of the building; at risk with timelines, have had changes to building plan (working with other gyms as well); haven’t allocated much funding after 7 or 8 months, and may have a timeline revision request
  + Board should provide feedback on how they want this information, as it’s important that they get these updates
* Coy11 project:
  + SAF is presenting, as they are bringing in numerous universities and talking about how they can do funding for these types of initiatives
  + Presenting tomorrow at 11:15 if anyone wants to attend
* SAF office closed from Dec 23 - Jan 4th, when Christina is on holidays

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

* Finance:
  + Have been reviewing books and what’s happening over financial year; everything is on budget, only a few minor changes have been made

*[Jeremy arrived at 5:30]*

* + Had wanted to allocate 30k to SAF partnerships, but trying to figure out how to market this better - open to feedback from the board
  + Have been few canceled projects:
    - $133.75 - Beekeeping Initiative: no more expenses
    - $799.25 - Decriminalizing prostitution: timeframe lapse
    - $5121.16 - City Farm School Project; $4007.61 - Seed project; $450 - Cree youth walkers: timeframe elapsed and SAF came to a mutual agreement with them to cancel these (Communication has not been good, no students are working on them, related applicants)
    - Several ways to reuse these funds - Total $10,511:
      * Could be reallocated for special projects, which is what the funds were originally for
      * 50% for special projects, 50% operating expenses (or whatever is needed)
      * Scholarships
      * Discussion:
        + Christina - There is nowhere that it is currently needed, so maybe a need a new strategy around how to get this type of funding back to students is needed; hesitant to use for scholarships as that is not the purpose of SAF (Fee Levee money, not mandated to do that)
        + Could be used for marketing, or funds could be reallocated by finance since they have visibility into where it may be needed
        + Not necessarily a decision for board, but Governance, Finance and Marketing Committees will discuss - money may need to be earmarked for upcoming expenses (Moving office for instance)
* HR:
  + Has been discussing employee evaluations and reviews
  + Discussions taking place with employees around Job Descriptions, whether they are accurate - doing a review next week
  + Employment manual is also under revision - is very general, and does not really represent SAF culture; this needs updating so that it’s more specific to the SAF organization
* Marketing:
  + Met monday to discuss SAF sustainability scholarship; reviewed website and description, has some feedback for the poster
  + On Tuesday, distributed some posters throughout the building
  + Spoke about potential partnerships and collaborations they can be doing - for instance, artists consignment shop, if wanted to do more marketing outreach, could sponsor them a table in the space with SAF visibility; still brainstorming some partnerships ideas
* Governance:
  + Names in minutes:
    - Met to discuss meeting minutes - whether wanted names in minutes
    - One option to vote that we go into a closed session for discussion of project funding, and then maintain a separate document with closed session; once closed session discussion is completed, come back to open session where these open session minutes would be public (contains motions and ratifications)
    - Jeremy suggested that people might be more comfortable with the closed session approach, Tristan posed the question why we would want to publish meeting minutes without names; Alessandra provided a direct response to the question (because people may not want their peers having awareness of how their actions influenced the funding decisions)

*[Ariel arrived at 5:45]*

* + - Want public to have access to files, but not posting public notes, these are accessible through Christina to anyone who requests them
    - Other suggestions: motion to go into a closed session at any stage in the project discussion, vote, and if approved go into a closed session (alternatively, this may draw attention to which projects the board did not want to publically discuss); also the option of replacing names with board member 1, board member 2, etc.
    - Motion that all special projects discussions are had within a closed session is called to question by Lana, seconded by Jeremy

*Final motion:*

BIRT that there will be a vote whether on whether or not to go into closed session before each special projects applications review

*Vote Result:*

* 9 for

Motion passes

* + - This will be added to the agenda in future meetings
  + Other updates: Have been looking to refine conflict of interest policy, creating a funding eligibility document, updating the mission statement, and looking for another board member so if anyone wants to contribute to these initiatives, join the Governance Committee
  + Christina also mentions here, if anyone ever has an issue with a discussion that takes place during this meeting, come to her to discuss

Kristina motioned that the board take a brief recess, seconded by Tristan; unanimous vote

[18:03 PM – Recess begins]

[18:13 PM – Meeting resumed]

1. Special Projects’ recommendations & project applications review

Total: $115,000

Allocated: $41,005

Remaining: $73,995

\*Reminder from Christina, when filling out review forms, make sure put own name (not applicant name)

1. Allocations:

**I - TEDx Concordia (Requested: $250.00)**

Decided to allocated funds, but had some concerns about how concordia students would be represented, how the funds would be used, etc.

Last year was very popular, had way more applicants than spots. Theme is going beyond, and if people have interest in themes, will allow them to attend.

*Movement:*

BIRT SAF approves the $250.00 to the TedX Conference.

* Unanimous

**II - The Disestablishmentarian Graduate Student Journal (Requested: $574.88)**

Decided to allocate funds for printing, but some concerns were that SAF is the major contributor for this project, and would be printing a journal. Question around sustainability of this, but the company they are using is good with this, and only a small amount of copies.

*Movement:*

BIRT SAF allocate full funding of $574.88 to the Disestablishmentarian Graduate Student Journal Project.

* Unanimous

**III - Note of error: Rap battle against the tar sands ($2105)**

An error in the allocated funding for the project: $2105 instead of $2005. For this reason, they spent $2105. SAF decided to allocate the money because the $100 spent on artists, which the board had already agreed to allocator for.

***Allocation:***

BIRT SAF allocates an additional $100.00 to be spent on artist honorariums for the rap battle

* Unanimous

1. Projects to be Evaluated:

Jeremy motioned to go into closed session, seconded by Lana (closed debate, needs ⅔ to pass and abstentions don’t count).

*Vote Result:*

* 5 for, 1 against

[Move into closed session]

[Back to open session]

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

1. Other matters

* December meeting - Christina will send out a Doodle to decide when
* Everyone to look at schedules next semester, and let Christina know of availabilities
* Finance training coming up that is open to everyone, Christina will also put a Doodle out for it

Alessandra motions to adjourn meeting, seconded by Lana.

[Meeting adjourned at 6:45pm]