

**SUSTAINABILITY ACTION FUND
MEETING MINUTES
ANNUAL GENERAL MEETING**
November 22, 2010. 2:00 – 5:00 p.m.
Concordia University—Z-204
2090 Mackay St., Montreal, Qc.

1. Call to order

2. Roll call

Quorum has been reached. Attendance Sheet attached.

3. Approval of agenda

Motion to approve minutes of the April 2010 AGM.

Motion Passes. 18 votes. 2 abstentions.

4. Approval of Minutes AGM April 2010

Motion to approve agenda passed.

5. Director Elections

Directors elected:

Morgan Pudwell (CSU Executive)
Hassan Abdullahi (CSU Executive)
Rasim Hafiz (CSU)
Michaela Manson (CSU)
Chad Walcott (ASFA)
Serge Keverian (ASFA)
Pawel Porowski (Sustainable Concordia)
Allison Reid (Sustainable Concordia)
Agnieszka Koziol (ECA)
Shan Wain (ECA)
Alexandra Baptista (CASA)
Margaux Watine (CASA)
Matthew James (FASA)
Zoe Koke (FASA)

Vote passed – 19 approved, 1 abstention

6. Budget Proposal

SAF revenue is from a student fee levy of 25c/credit. The total amount is 150 K approx. This year SAF will be doing outreach to expand fund to be able to meet high demand of funding from increased applications.

Last year, summer funding of 46,000 was given.

There is a coordinators salary (\$20,160) and salary for a bookkeeper (\$7200).

CEO responsible for legal aspects and day-to-day operations while bookkeeper helps keep finances transparent.

Two accounts, internal and external. At the end of the fiscal year (May 31st) there is an audit to verify financial transparency and no mismanagement of funds.

Marketing budget is to do outreach to student body's as well as to create marketing materials via a graphic designer etc.

Main aspect of budget is going towards project funding. This year \$46,560 is being given to project funding per semester. There is a Special Projects Funding Committee which meets to evaluate applications on criteria, similar to the criteria question on the SAF application are asked on as well at the public consultations. The Directors sit on the SPF committee.

The budget is not fixed, it depends on student enrollment. The transfer in Fall is larger as that is when the University has a lot more students registering and can make a larger lump sum transfer then in the winter.

Last year there was extra money hence summer funding was offered. The budget is a projection based on averages from last two years. Total money available this year is \$208,890.

The CEO is Khalil Haddad. His salary is \$15/hour and he is responsible for legal, day-to day aspects of the organization.

Vote on budget – 19 in favor, 1 abstention.
Budget Enclosed with meeting minutes.

7. By-law Amendments

More definitions were added for Observer, Members and Proxy.

Specific location for Head Office added to be on Concordia Campus.

Corporate Seal is the logo. Stipulations for who can use it, when and how.

Composition of the Board was changed to 14 directors, 2 representatives for each umbrella organization but between 2 combined people there is one vote. An extra position was added to the CSU executive so there can be two CSU executives on the Board, same as all the other Umbrella organizations.

Resignations can be now handed in-person to the CEO or by courier for Directors.

If a special meeting is called 6 voting members have to be present for a binding decision.

AGM and meeting frequency was changed.

Two positions, Secretary and Chairperson with honorarium were added to have neutral positions present who take meeting minutes and facilitate meetings.

The executive committee was abolished so that the entire Board would be involved instead of having a small group make all the decisions on behalf of the Board as an executive committee could have done in the past constitution.

Voting members are CSU Executive, CSU Council, ASFA, CASA, ECA, FASA, ECA, and Sustainable Concordia. Votes are representative of student populations that each umbrella group represents. The students representing that group are voted in through their respective councils but don't have to be councilors.

Waiver of notice was taken out.

Committees were created such as Finance, Human Resources, Governance, Marketing and Special Projects. Each committee has a specific mandate and Directors self select themselves into these committees to fulfill their mandates. These committees make recommendations to the larger board, which then votes on them.

Vote on constitutional amendments – 20 in favor

8. Question Period

9. Adjournment

Motion to adjourn approved.

Sustainability Action Fund Budget	2010 - 2011
--	--------------------

REVENUE	
	BUDGET
Expected student fees - Fall 2010	\$138,950.00
Expected student fees - Winter 2011	\$14,000.00
Expected student fees - Summer 2011	\$4,000.00
Balance June 1st 2010 - Internal Account	\$46,850.00
Balance June 1st 2010 - External Account	\$5,090.00
TOTAL	\$208,890.00
Salaries & Mandatory Expenses	
CEO Salary	\$20,160.00
Bookkeeper Salary	\$7,200.00
Secretary Honorarium	\$800.00
Desjardins Human Resources Service	\$1,500.00
CSST Expense	\$3,450.00
Revenu Quebec	\$1,000.00
Canada Revenue Agency	\$1,000.00
Registraire des Entreprises	\$250.00
	\$33,110.00
Office Expenses	
Office supplies	\$360.00
Phone and Photocopies	\$400.00
Postage	\$40.00
Equipment Rental	\$600.00
AGM, Public Cons, Board & Committee Meetings	\$1,000.00
	\$2,400.00
External Bank Charges	
Statement Charges	\$60.00
Fixed Service Charges	\$200.00
Additional Charges	\$500.00
	\$760.00
Professional Fees	
Audit 2010 - 2011	\$5,000.00
Audit 2009 - 2010	\$6,000.00
Audit 2008 - 2009	\$6,000.00
Legal	\$2,000.00
	\$19,000.00
Marketing	
Graphic Design	\$500.00
Adverting	\$4,000.00
Advertising materials	\$1,000.00
	\$5,500.00

Emergency Fund	
Emergency Fund	\$2,000.00
	\$2,000.00
Special Projects Funding	
Previous Approved Funding 2009 - 2010	
Special Project Funding	\$18,000.00
Summer 2010	
Special Project Funding	\$30,000.00
Fall 2010	
Projects	\$46,560.00
Special Projects Funding	\$46,560.00
Winter & Spring 2011	
Projects	\$46,560.00
Special Projects Funding	\$46,560.00
TOTAL PROJECTS FUNDING	\$143,000.00
TOTAL EXPENSES WITHOUT PROJECTS	\$62,770.00
TOTAL EXPENSES INCLUDING PROJECTS	\$203,890.00
Total Income over Expenses	\$5,000.00
Amount to Carryover for Next Year	\$5,000.00