

# SAF Board of Directors Meeting Minutes

## Tuesday, April 10th, 2018

**Meeting Time:** 18h00 - 20h00

**Meeting Facilitator:** Devon McKellar

**Meeting Minute Taker:** Jordan Beaulieu

### **Members in attendance:**

Olivia Champagne (SAF Project Coordinator and interim CEO)

Devon Ellis-Durity (CSU Exec)

Julia Autumn Savoy (FASA)

Julia Couture-Glassco (CU Community)

Lucas Fraser (CASA)

Patrick Magallanes (CSU Council)

Bianca Bruzzese (ASFA)

Vanessa Macri (Student-at-Large)

Mark Underwood (Sustainable Concordia)

Alice Wei (Student-at-Large)

### **Members absent:**

Mira Marhaba (ECA)

Adrienne Murphy (GSA)

### 1. Welcome & roll call

### 2. Review & adoption of agenda

The first two project funding applications from the original agenda have been removed as both requests were less than \$1,500 and had already been reviewed by the SPF committee.

**Motion** to adopt the agenda:

- Moved by: Lucas
- Seconded by: Julia C
- *Motion passed*

### 3. Review & approval of previous meeting minutes

**Motion** to approve the minutes from the March BoD meeting:

- Moved by: Devon E
- Seconded by: Lucas
- *Motion passed*

### 4. Project funding allocations (4)

- Estimated ~\$12,000 remaining in the project funding allocations budget.

### **Project 1: PAAS (update)**

- Requesting \$4,000.
- Developed as part of class research, this project is critiquing current student accessibility services provided by Concordia. Project is requesting funds to conduct public consultations with the goal of eventually establishing a student-based service centre (as opposed to the existing institutional services).
- Expenses are for \$500 honorariums for two facilitators, each for five consultations (including prep time, coordination, conducting consultations, etc).
- Why are students having to do this rather than the office itself? Is collaboration possible?
- BoD members like the intention of holding consultations, which are useful to determine student needs and infrequently funded on campus.
- Honorariums are a bit pricy - perhaps SAF could offer \$15/hour for consultation work if \$25/hour seems too high. Project is also seeking funding for honorariums elsewhere however so they will likely pay the rate they wish to.
- Julia C motions to table discussion until the end of the meeting, seconded by Devon E.

**Motion** to allocate full funding to PAAS.

- Moved by: Julia C
- Seconded by: Mark
- *Motion passed*

### **Project 2: “A Conversation”**

- Requesting \$2,000.
- BoD members generally underwhelmed by the Culture of Sustainability section of project’s application, and unsure of the impact of the project on the Concordia community overall.
- Strong content and topic, worth recommending project reach out to relevant Concordia programs and groups to develop more interest and connection on campus.

**Motion** to allocate \$1,000 to “A Conversation”.

- Moved by: Julia C
- Seconded by: Patrick
- *Motion passed*

### **Project 3: Press Start**

- Requesting \$4,000.
- SPF committee does not recommend funding for project, as its impact on campus will likely be low, and past applications to SAF have been denied for similar reasons (matter of consistency).

- Project has created good relationships with many organizations on campus, however, does this approach use Concordia resources without contributing back to the Concordia community?
- A community discussion (SAF, CSU, etc) may be necessary to determine how much integration a project must have on campus in order to be considered for funding.
- Perhaps Concordia students could receive a discount or another form of incentive from the project?
- Project could apply to CSU Community Action Fund?
- Project could partner with SCPA / other Concordia programs that offer internships?

**Motion** to allocation \$1,000 to Press Start with a mandate to have a conversation with CSU about funding external projects, and to recommend Press Start apply to CSU's CAF grant.

- Moved by: Mark
- Seconded by: Julia C
- *4 votes in favour, 5 abstentions*

**Motion** to deny funding to Press Start.

- Moved by: Vanessa
- Seconded by: Lucas
- *Motion passed*

#### **Project 4: Twice Styled**

- Requesting \$4,774.
- SPF committee recommends partial funding of \$3,000. Committee liked the project but thought the requested amount was high in light of how little project funding allocations budget is remaining.
- SAF is the only source of revenue for the project.
- Would like more information about how sustainable the event is, for example, why is the project spending so much money on decorations?

**Motion** to allocate \$3,000 to Twice Styled, excluding the costs of printing and decorations.

- Moved by: Mark
- Seconded by: Devon E
- *Motion passed*

#### **5. SAF general updates**

- Most SAF funds allocated to "Education & Research" themed projects.
- A more detailed breakdown finds Pollution, Climate Change, and Labour Issues to be low themes compared to past years, while Gender and Sexuality themed projects have greatly increased.
- Research Awards coming up, having conversations about projects loosely connected to Concordia and their eligibility for funding.

- Olivia developing a proposal to revise of the roles of CEO and Project Coordinator to make the Project Coordinator position more autonomous and generally reduce redundancy between the two positions, allowing them both more time and freedom.

## 6. Committees updates

- Hiring committee: Olivia has been working as interim CEO, and the position of CEO has been offered to Mark Underwood, and if he accepts he will begin in June, which is good timing for rehiring. If Mark refuses the job the hiring process will be restarted.
- Another hiring process may be coming up for the Outreach position but this is not confirmed.
- Finance committee: Funding is stable, Ariel is working on the budget for next year. New expenses for next year may include a new computer for the main office, and professional help for rebuilding the online application process.

## 7. Adjournment

**Motion** to adjourn:

- Moved by: Vanessa
- Seconded by: Patrick
- *Motion passed*

Meeting adjourned at 19h27.