

# SAF Board of Directors Minutes

## Friday, January 25th, 2019

**Meeting Time:** 17:00–19:00

**Meeting Facilitator:** Devon McKellar

**Meeting Minute Taker:** Jordan Beaulieu

### **Members in attendance:**

Mark Underwood (SAF)  
Oliva Champagne (SAF)  
Marlene (CSU Council)  
Raphael Yeung (ECA)  
Vanessa Macri (SC)  
Emma Campbell (ASFA)  
Calvin Clarke (Student-at-Large)  
Mariana Moreno Caro (FASA)  
Mackenzie Murray (CASA)  
Ashvin Ramasamay (CU Community)  
Niall Heath (Student-at-Large)

### **Members absent:**

Arrien Weeks (GSA)  
Akira De Carlos (CSU Exec)

### 1. Call to order and territorial acknowledgement

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

**Motion** to approve the Dec. 18 meeting minutes:

- Moved by: Marlene
- Seconded by: Emma
- *Motion passed*

### 3. Review & adoption of agenda

**Motion** to adopt the agenda:

- Moved by: Mackenzie
- Seconded by: Mariana
- *Motion passed*

### 4. SAF updates

#### **Mark & Olivia**

- Research Awards: met with Shannon Baker regarding outreach, she has lots of resources SAF can take advantage of e.g. will help lots with promoting the awards on social media, newsletters, reminders, etc.

- Faculty of Fine Arts are contributing to the Research Awards this year, offering \$2,000 for one undergrad and one graduate fine art student scholarship
- Batiment 7 partnership is going well, connecting with several people/resources to aid the initiative. Will gather faculty together with Office of Community Engagement and Batiment 7 stakeholders to talk things over soon. Official proposal coming to the board in February
- Spending lots of time on Sustainability Action Plans, draft plan will be consulted by the community near the end of March, with the intention of having it be completed by the end of April. Possibility of forming an Office of Sustainability and increasing SAF's funding/collaborations
- Olivia working on an increased load of projects lately (Jan-Feb busiest months of the year for project applications)
- Staff meeting next week to determine date of Research Awards ceremony (sometime Mid-April potentially)

## **HR**

- Increasing Rebecca's hours by 3 per week—lots to do and more hours accommodate learning curve; will reevaluate number of hours at the end of the semester
- Ariel's professional development application approved

## **FinCom**

- Digital records: got a fancy new scanner, super cool, so awesome, all of 2018 financial records are scanned and digitally recorded. Doing more of this as time allows

## **Marketing**

- Recognizing that SAF needs to work on brand awareness
- Brand could be more consistent across all social medias
- How are its metrics / understanding of sustainability being put out there?
- How is the application process being communicated?
- Student involvement seems low this year across the board on campus

## **5. Project funding allocations (9)**

### **\$29,093 remaining in allocations budget**

#### **Project 1: Power Networking**

- Requesting \$500
- Women in Engineering inviting companies to networking event, trying to bring in more sustainable companies
- Want help with food, liquor permit, Dish Project fees; buying local / sustainable food
- Good amount of attendees, have funded this project in the past
- SPC recommends full funding

**Motion** to allocate full funding of \$500 to Power Networking:

- Moved by: Mackenzie
- Seconded by: Emma
- *Motion passed*

### **Project 2: Seed Library**

- Requesting \$1,000
- Project held at the greenhouse in the past, fell through, application is to restart the initiative but it doesn't seem like there is a sufficient plan to maintain the effort
- The project leader is a McGill student so they have a limited knowledge/network to get things off the ground at Concordia
- Workshops facilitators are not confirmed
- Would need more funding each year; could they use PlantCatching.com? (plant/seed exchange program), could potentially get more seeds for free through this app
- Perhaps the project could come back with a letter of support from the school?
- SPC recommends denying funding

**Motion** to deny funding to Seed Library:

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

### **Project 3: CUJAH**

- Requesting \$1,000
- Concordia Undergraduate Journal of Art History (CUJAH) holding a food-based workshop on food politics in conjunction with their annual conference. The workshop includes lunch from People's Potatoes
- SPC recommends \$620 to fund an honorarium for the artist leading the workshop, food, materials, and print and promo for the workshop
- CUJAH also asking for funding for a conference catalogue (SPC doesn't recommend funding this part of the application)

**Motion** to allocate partial funding of \$620 to CUJAH:

- Moved by: Vanessa
- Seconded by: Mackenzie
- *Motion passed*, Mariana and Ashvin abstain

### **Project 4: Cinema in the Midst**

- Requesting \$1,700
- Free event screened on campus, accessible to students

- Global Emergent Media Lab from the cinema school is presenting
- SPC liked the topics of the films that would be screening, very radical/niche films
- Funding goes to the rights to screen the films, as well as honorariums for talks with the filmmakers
- Are travel fees paid?
- Should a CARFAC fee be paid to the artists presenting? (minimum fee is \$310 for a presentation of less than hours)
- Two honorariums are for \$200 and one is for \$150, why is this?
- Should the filmmakers be paid to come talk? How much?
- Valuable to pay artists with money rather than exposure or expecting they working for free because they are passionate about their work
- When can it be expected for people to offer services pro-bono?
- Screen fees go to filmmakers themselves in some case, distribution companies in other cases
- Presentations / talks are a separate service than screenings (requires different preparations and in-person presence, etc)
- Are the filmmakers receiving other revenues? Is this relevant?
- One of the artists has opted-out of receiving an honorarium (volunteering their time)
- SPC recommends full funding
- Would be good to summarize in the presentation of applications by clarifying (1) why is the project Concordia related (2) why is it related to sustainability (3) who is involved?
- BoD members should all also be reading applications before a meeting and bringing notes

**Motion** to allocate full funding to Cinema in the Midst:

- Moved by: Vanessa
- Seconded by: Mariana
- *Motion passed*, Emma and Mackenzie abstain

### **Project 5: Business Beyond Tomorrow (BBT)**

- Requesting \$2,000
- A conference on sustainable business
- Founded by SC a long time ago, funded by SAF on and off for 6 years, most received \$6,000, least received \$500
- SPC doesn't have a recommendation because the budget is unclear and overall application seems rushed
- Amount of expenses and total funding need don't align
- Not sure what specifically they want SAF to fund
- Project has been having coordination difficulties because of new collaborations
- QuebecCore is donating \$1,500 and BDC is donating \$500
- SAF's name would also be on the FB banner if funding is offered
- SAF has overall goal to engage with more business and engineering students, event has strong outreach to and involvement with these groups

- Q: Why is JMSB not making a contribution to their tech equipment? A: JMSB is funding the wages for the AV person to be there for the whole three hours of the event
- SAF funds will go towards food, drinks, and marketing
- They're sustainability certifying the event
- Perhaps the \$600 for marketing should not be included in the application, wouldn't go over \$100 (\$600 seems excessive as marketing can be done well on a small budget)
- It would be micromanag-y to tell what their marketing budget should be; SAF can only stipulate that marketing is not spent

**Motion** to allocate partial funding of \$1,500 to Business Beyond Tomorrow, with the stipulation that no funds are spent on marketing:

- Moved by: Emma
- Seconded by: Raph
- *Motion passed*, Niall abstains

### **Project 6: Cinema Politca**

- Requesting \$2,500
- Cinema Politca was funded last semester, this request is for a new event
- Sustainability issues proposed films address include indigenous issues, environmental justice, and air pollution
- Two cinema applications this month (CP and Cinema in the Midst)
- Cinema Poltica is a fee-levy group and charges ticket fees; SPC felt the application was a bit excessive in light of these reasons
- However SPC likes what they screen so recommend to fund \$1,000 for the venue fees
- Part of their application was for a film being screened in partnership with First Voices (a project which SAF has already given funding to)
- Concern about how effective / thorough their promotion of SAF is (a couple of CP collective members weren't aware of what the SAF was)
- Reminder to emphasis the importance of passing around the word about SAF to projects
- Q: Haven't seen SAF's commercial screened at CP before; could we stipulate that it must be screened before the films? A: This is always stipulated with all funded projects but is difficult to enforce
- Could CP add info about SAF to their website? And their flyers, banners, etc
- How can we actually ensure that SAF promo is included? Go talk at a screening SAF funded?
- CP comes to SAF often since 2012, is there an opportunity for SAF and CP to connect on a more involved and ongoing basis? How to established a more substantial relationship with CP?
- Maybe the outreach and marketing committee can do audits on SAF's outreach? E.g. choose a couple projects per month that have committed to screen SAF's commercial or print its logo and check-up to see if they are following through on this commitment

**Motion** to allocate partial funding of \$1,000 to Cinema Politica for their venue, contingent on their promotion of the SAF as stipulated:

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

### **Project 7: African Sustainability Progress Initiative (ASPI)**

- Requesting \$2,500
- SPC wasn't sure about some budget points regarding ASPI, Olivia asked for clarifications, specifically regarding whether or not the internship would be given to a Concordia student (it will)
- The project is proposing the creation of an open-source database on several countries' progress in meeting the UN sustainability goals (filling an existing data gap)
- Want to hire PhD student to work on this project (will be paid \$2,500) (the work would not be part of their PhD)
- About a year of work—exact timeline TBD. Will hire based on an open call for applications.
- SPC didn't feel comfortable making a recommendation
- What is the reach of this project? How does it benefit Concordians?
- Perhaps the impact on students is not direct enough, aside from the student paid to do the work
- Good project; doesn't contribute greatly to a culture of sustainability on campus
- Q: Project better suited for the research awards? A: RAs are for current curriculum projects so maybe not
- Dean of Students has a small grant application fund that could be fitting
- The project could apply later on when they have a more concrete plan for an engagement event to tie the project more into Concordia's community

**Motion** to deny funding to ASPI, with the recommendation to apply again for event project funding in the future:

- Moved by: Mariana
- Seconded by: Mackenzie
- *Motion passed, Ashvin abstains*

### **Project 8: Katalis**

- Requesting \$4,000
- Project involves students from Concordia traveling to Haiti to teach kids about science, get them excited about sustainable STEM projects and technology
- Concordia campus impact is low
- Would be a more impactful project in general if they paid for IT equipment or paid Haitian teachers to conduct lessons; SPC felt that it raised voluntourism issues
- Budget put a lot of funding toward t-shirts

- SPC recommended to deny funding

**Motion** to deny funding to Katalis:

- Moved by: Vanessa
- Seconded by: Calvin
- *Motion passed*, Marlene abstains

### **Project 9: Fierte en Hiver**

- Requesting \$3,505
- SPC was confused about budget and timeline; project used an old format for their application
- SPC wonders what is exciting or innovative about the project?
- SPC doesn't have a specific recommendation
- Asking SAF to fund artists and speaker fees, honoraria, refreshments for events, venue fees
- Focus on inviting indigenous artists and speakers
- Hosting screenings and other events on Concordia
- Allocated total of \$5,300 so far today
- Some Queer Gatherings (denied last BoD meeting) organizers working on this, could support their efforts by funding this project
- Good feelings about the keynote speaker (already approved)
- Gave \$2,600 to their last application and they haven't completed their final report yet
- Olivia estimates ~60 people attended one of their previous SAF-funded events
- Seems disorganized in general
- No itinerary or confirmation for some of the artists/speakers whose honorarium they want SAF to fund
- Fee to Cinema Politica is for film licensing? And for an additional rental fee? Somewhat unclear—would like to see more detail about their arrangement with CP
- Would like the project to give a report from their last funded event, an application form using the latest version, and a more specific budget
- Most of these events are Feb. 19th—23rd and SAF doesn't do retroactive reimbursements so in this case the project can't reapply next month
- Perhaps fund venue, food and recommend they work with the Dish Project
- Q: Could reimbursements be pending the submission of their final report for this project? A: Students usually have to pay out of pocket, so waiting for their final report to be received could put some people out however Vert La Bouche can invoice SAF directly (lessens the reimbursement issue)

**Motion** to allocate to partial funding of \$1,500 to Fierte en Hiver with the stipulations that they work with the Dish Project, and that the final report be submitted before reimbursements are processed:

- Moved by: Emma
- Seconded by: Calvin
- *Motion passed*, Marlene abstains

## 6. Community Announcements

- Vanessa is leaving Sustainable Concordia but had a great time working with the board and we look forward to meeting her successor :-)
- Lunch and Learn on Feb. 5th from 12h-13h30 on the 5th floor of the EV in the Art Hive space. Bring a friend!
- Nominate someone for the Research Awards!

## 7. Adjournment

Meeting adjourned at 19h20