

SAF Board of Directors Meeting Minutes

Thursday, August 1st, 2019

Meeting Time: 18:30—20:30

Meeting Facilitator: Mark Underwood

Meeting Minute Taker: Alexia McKindsey

Members in attendance:

Mark Underwood (SAF)
Ariel Dabora (SAF)
Oliva Champagne (SAF)
Rebecca Black (SAF)
Raphael Yeung (ECA)
Arrien Weeks (GSA)
Emma Campbell (ASFA)
Ashvin Ramasamay (CU Community)
Tara McGowan-Ross (SC)
Mariana Moreno Caro (FASA)

Members absent:

Mackenzie Murray (CASA)
Niall Heath (Student-at-Large)
Devon McKellar
Calvin Clarke (Student-at-Large)
Akira De Carlos (CSU Exec)

1. Call to Order & Land Acknowledgement (5 Mins)
2. Review and Approval of Minutes (2 mins)

Motion to approve the June 2019 meeting minutes:

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

3. Review and Adoption of Agenda (2 mins)

- Addition to [8. Community Announcements]: CUCCR update

Motion to adopt the agenda:

- Moved by: Arrien
- Seconded by: Ashvin
- *Motion passed*

4. SAF General Updates

- Rebecca now has reduced hours—works evenings and weekends for SAF

KPI report:

- Has been written—Olivia has done an exercise on the importance of KPI's and what can be taken away from it
 - Currently going through revision and will be distributed to Board mid-August
- Intended use as a tool for incoming Board members
 - Will explain processes pertaining to decision making, marketing and outreach
 - Marketing plan will include documents to map trends

Strategic directions:

- Expiring this year—will then combine marketing plan and KPI's to think holistically about the environment, including a 3 year projection of SAF's future
 - Action plan coming out in Fall
 - Looking into McGill's SAF, who operates on mixed funding from student fee-levy's and McGill administration

Batiment 7:

- Going smoothly
 - Undergoing outreach to Loyola sustainability research centre (LSCR)
 - Gathering a group of faculty members to host students for a class credit supervising research
 - Launch to be held at the end of August to early September
- SAF purchased a new laptop!

5. Committee Updates

a. Land Acknowledgement SAF - specific rewrite

- Devon currently reworking Land Acknowledgement to be more in tune with SAF

b. Marketing

- Rebecca working on application and marketing plan—to encourage attracting higher quality applicants and projects
- Idea for creating a document with guidelines on how to apply to SAF grants
 - Will facilitate the application process and SAF will receive fewer questions
- Looking into clarifying website and editing application page
 - Q: Are you changing the application page in full? A: Will remain pretty much the same, just clarifying certain points
 - Still conceptualizing flowchart—very early stages
 - Q: Timeline? A: Unsure, but should take 2-3 weeks for revision and final product
 - Rebecca will bring ideas to SAF coordinators before revision

c. Finance

- Graduates: up 1.5%, Undergraduates: down 1%
- Closing the books for the Summer
 - Will meet with different members of the team to look at the year end review

- Audit to be done with accounting firm to fully digitize the record book (a first!)
 - All cheque requisitions, receipts & transaction will be digitized
 - Will make things easier than when dealing with physical archive
 - Investment of \$150-200 for a scanner
 - Will save on printing fees and paper in circulation

6. **Project Funding Surplus Re-allocation**

a. **\$7 170 leftover from last year—re-allocate to this year’s project funding**

Options: Can go into surplus, contingency fund (already full), or as rollover into project funding

- Recommendation from SAF to allocate into project funding

Other points: \$100 000 budgeted for project funding last year has been spent—\$7 170 is from past years

- Spent that exact amount at last Board meeting—we are exactly back up to \$100 000
- Q: Is there any other projects like Batiment 7 we can allocate this to? A: Not really, there is the investment portfolio, Living Labs and Batiment 7, but we don’t need extra funds for these projects
 - Mention of SRA’s and rollover from curriculum funding that could potentially be allocated after this year—conversation to have later
- Suggestion to have amount put into the pot—to ensure flexibility for funding projects at the end of the year
- Q: How does opt-outs effect funds? A: SAF budgets a reserve for opt-outs (approx. 250 a semester)—projects to be right on budget
 - Board wanted to increase opt-out projection due to online opt-outs
 - CSU slate may not actually have the organizing power to have that happen
 - Q: Can we reallocate it if opt out does happen? A: SAF always run a safety projection to ensure we have enough money for fundings—more forward looking (2-3 years)

Motion to allocate the \$7 170 leftover from last year into the project funding budget for this academic year:

- Moved by: Arrien
- Seconded by: Raphael
- *Motion passed*

2. **Project Funding Allocation (4)**

Project 1: Toboggan

- Requesting \$3000—presentation by Raphael
- SPC recommends \$500 or deny
- Annually occurring engineering project that builds a toboggan consisting of an aluminum tubing frame and concrete body that runs on skis

- Applying to SAF because last year's team saved most of the previous vehicle and they need funding in order to maintain it
 - Won an award at last year's competition for having most sustainable vehicle
- Current team trying to reuse more materials—is using CUCCR
- Project has to change the frame each year—how will they go about doing that sustainably?
- Topics brought up during SPC meeting:
 - Engineering projects are not typically sustainable and this project is reaching to be more sustainable
 - Information learned in project is not transferable to other areas of engineering
 - The less money allocated, the more sustainable they'll have to be—that's what happened last year
- Q: Where did they source last year's materials? A: Tubing was reused, but unsure about other materials
- If approved, we can ask them to source materials locally rather than importing from exterior (issue with tariffs and importation method from China)
- Mention of project's Fine Arts contingent (a display goes along with toboggan) and has used materials from CUCCR (CUCCR has recruited their crate materials)
 - Concern that by funding project, they may not continue to source materials from CUCCR
- Concern on how SAF can go about encouraging groups that are typically not sustainable but are making strides to be sustainable
 - Comment on project being similar to film applications (waste wise)
- Project will still generate a large amount of waste, teams needs to travel and they will need new materials—most of funding would be allocated to building materials
 - Mention of team pushing forward in terms of sustainability
- Suggestion to allocate \$1 500 for mechanical component as it will be used again in future years (concrete can not be used again — would be waste of money) with stimulation that materials will be claimed locally
 - \$1 500 includes capstone team budget
 - Concern over allocating \$1 500 as they will allocate to other areas of project
- RBC is one of their funding sources
 - In past, SAF has taken heed at funding big bank supported projects
- Suggestion to give \$500
- Concern that if SAF funds project, they will call themselves sustainable when project is not necessarily sustainable
- How does this project contribute to the community?
 - Is a connection to a group that hasn't asked for money before and is making strides to act more sustainability
- Q: If we deny funding what is the reason? RBC? A: Materials are not reusable
- KPI's have shown SAF has been getting a significant amount of applications for projects like this that have been funded—becoming a trend as a result

Motion to deny funding to Toboggan:

- Moved by: Mariana

- Seconded by: Emma
- *Motion passed* (Ashvin abstains)

Project 2: SAE & Solar Capstone

- Requesting \$2400 (SAE) and \$2900 (Capstone)—Tara presenting
- Project has applied to SAF before, consists of a roof top attachment that will charge an electric car without direct sunlight
- SPC recommends full funding for batteries, partial funding for Capstone (charging unit) for a total of \$3900
- Project included a contingency fund in budget as they weren't totally sure capstone would be able to function
- SAF liked the project when previously submitted but was a bad time with end of year funding—project has since added the capstone component
- Needs to replace two charges and car has two flat tires
 - When changing batteries, you need to change all of them & tires leak a little but may work
- Q: What are deep cycle batteries? A: They are standard lead acid batteries—lithium costs 3x more
- Q: How do you dispose lead acid? A: May be able to melt the lead and recondition them, but unsure
- As electric cars are becoming more common, state of producing batteries (lithium) is questioned—how sustainable are these cars really?
- In Eastern Europe, they are phasing out gasoline—batteries project is sourcing come from there
- This type of solar capstone doesn't exist currently—could take off
- Other two vehicles that they have licenses for are a suburban and a pickup (electric car has SAF logo—one of our original projects)
 - Car is complete—SAF shouldn't see anymore applicants
- Suggestions and clarifications for project:
 - Clarify method of battery disposal and ensure materials will be reused in an environmentally responsible way
 - Confirm that project will be disposing old batteries through Concordia

Motion to allocate partial funding of \$3 900 to SAE & Solar Capstone.

- Moved by: Ashvin
- Seconded by: Tara
- *Motion passed* (Emma abstains)

Project 3: Tax Clinic

- Requesting \$5 000—Tara presenting

- SPC recommended full funding
- Business students will undergo an intensive tax training (190 students) and will be giving free tax returns to students (mostly low income)
- Topics brought up in SPC meeting:
 - Not solving how people can do their taxes—more of a charity
 - Has huge impact and is really useful—tax season is during exam season (April)
- Low-income students and general public usually use cheap services that don't give the highest tax return
- Q: Who is running this project? A: JMAS, funding by Dean of Students & CCSL
- SAF funding will go towards the CPA's training workshops
 - Training videos, office hours with CPA, mock tutorials
 - Training videos can be reused next year with minor revisions

Motion to allocate full funding of \$5 000 to Tax Clinic.

- Moved by: Arrien
- Seconded by: Raph
- *Motion passed*

Project 4: School Schmoool

- Requesting \$8 275
- SPC recommend \$3 000—Tara presenting
- Bound book & agenda (very heavy) put out by QPIRG McGill as resources guide for community groups and things to do in the city
- Printed 1 800 last year—200 remained in boxes
- Most of SAF funding will be allocated to 600 agendas
 - \$3000 makes 600 agendas (~\$6 per agenda)
- Concerns over amount of paper in circulation—given book is very heavy
- \$3 000 would be enough for them to do a limited round and if and when they run out, they can then do a second printing
 - Can also ask McGill for additional funding—McGill also has a SAF and this is a McGill project
 - Part of contingency was to apply to the McGill SAF
- Concern about agenda—most are typically disposed of & most people rely on Google calendar and workflow apps—agenda may be an outdated thing
 - Not necessarily funding agenda, but more of a community resource, agenda is maybe a quarter of the book
- Makes info accessible to new students who may not be privy to such resources
- Q: Can resources be found outside of agenda? A: Will be making PDF version this year
 - Is a loss if you can't have a physical copy
- Suggestions and stipulations:
 - Feedback to make book less heavy

- Leftover agendas be brought to CUCCR

Motion to allocate partial funding of \$ 3000 to School Schmool with recommendation to condense the book and stipulation that any leftovers be brought to CUCCR.

- Moved by: Emma
- Seconded by: Ashvin
- *Motion passed* (Mariana abstains)

~Funded \$11 9000 worth of projects today—\$88 100 remaining in allocations budget~

3. **Community Announcements**

a. **CUCCR update**

- Building new space in Loyola—3-4 times the size of Hall location
- Sorting centre and office space also coming together—a singer sewing machine from 1930's will be coming in soon!
- Focusing on shed in Hall building this coming week
- Will let SAF know date of opening—stay tuned

Other news:

- Next Indigenous literatures bookclub to be held on September 3rd

9. **Adjournment**

Motion to adjourn meeting

- Moved by: Arrien
- Seconded by: Emma & Tara
- *Meeting adjourned at 7:49.*