SAF Board of Directors Meeting Minutes
Monday, June 3rd, 2019

Meeting Time: 17:00 — 19:00
Meeting Facilitator: Mark Underwood
Meeting Minute Taker: Alexia McKindsey

Members in attendance:
Mark Underwood (SAF)
Oliva Champagne (SAF)
Rebecca Black (SAF)
Calvin Clarke (Student-at-Large)
Niall Heath (Student-at-Large)
Emma Campbell (ASFA)
Mackenzie Murray (CASA)
Mariana Moreno Caro (FASA)
Raphael Young (ECA)
Arrien Weeks (GSA)

Members absent:
Devon McKellar
Ariel Dabora (SAF)
Tara McGowan-Ross (SC)
Akira De Carlos (CSU Exec rep)
Marlene Iradukunda (CSU Council)
Ashvin Ramasamy (CU Community)

1. ==Call to Order & Land Acknowledgement (5 Mins)==

2. ==Review and Approval of Minutes (2 mins)==

- Review of the April 2 meeting minutes
   - Follow up by Olivia: CASA sponsors listed were not up to date, but SPC couldn't have known that

Motion to approve the April 2 meeting minutes:
   - Moved by: Calvin
   - Seconded by: Mackenzie
   - *Motion passed*

3. ==Review and Adoption of Agenda (2 mins)==

- Concordia AI will be arriving at 18:00—will have to move project to the first point of the Project Funding allocations
   - Requested over $10 000 & will be the first time a presentation of this kind occurs

Motion to adopt the agenda:
   - Moved by: Emma
   - Seconded by: Raphael
   - *Motion passed*

4.

a. **Projects**
(i)Honorarium expenses
• Made up a diagram about where funding has been going: 40% to honorariums
• Good idea to have more guidelines on how SAF makes decisions in the future—formalizing, getting down in writing, impact based on funds SAF allocates
• Olivia wants to know if people would be interested in joining a committee devoted to this
• Olivia will send out reminder for joining the committee
• Q: How often would the meetings be schedule? A: No change in frequency, next meeting is scheduled on June 20
(ii)Project by Expenses update
• Overview: going through expenses that projects have indicated and cross-referencing to make sure everything on project budget lines up
(iii)Retroactive funding
• Next BoD meeting: KPI presentation
  • Suggestion for an addition of measurables—how we evaluate and measure KPI's

b. **Finance: Mark for Ariel**
(i)Budget to actuals 2018-2019 (approximate)
• Fiscal year has ended—still reconciling all the books & will be ready for next meeting
  • This is the second year that Ariel has done semestral breakdowns
  • Ariel is working on a three-year projection; will be ready soon!
• Undergraduate & Graduate: 2% growth in fee-levy each—mostly due to population increase
• Opt-outs: 1700 — 0.78% of SAF income (pretty low)
• Consideration to keep at 1700 or increase to a bit higher
  • Increase of 1-2%, surplus can make it so that we are not hit as hard
  • Some concern about online opt-outs—could have a lot of visibility, but it will take at least a year for online opt-outs to actually take place if it does happen

• Niall walks into meeting (5:33)

• Total income: approx. $220 000
  • Includes savings account, project funding, SRA-event, Online internal projects/events, Academic scholarship, Eric St. Pierre, Community contributions, Payroll
• Q: Are we involved in the sustainability mixer? A: No, Sustainable Concordia is
• Payroll: approx. $83 000—38% of total budget
  • Includes Ariel's current contract as an employee
  • Q: Does Ariel get a raise? A: No
• Q: Where does Batiment 7 fall under? A: Surplus
• Operating expenses: some increases but not much change from previous years
• Slight decrease due to having 3 employees instead of 4
• Q: Why is there two expenses for Adobe? A: Unsure, will check in with Ariel about this
• Q: Is website hosting per year & cost due to online application upgrade? A: Yes and yes
• SAF needs new laptops and Ariel wants to purchase Mark a standing desk

- Q: If SAF is using G suite, does it make sense to keep paying for Microsoft suite? A: Probably not—noted for further inquiry
  - Mention: all applications are currently done in Word

(ii)2019-2020 Budget approval

Motion to approve the 2019-2020 budget:
  - Moved by: Mackenzie
  - Seconded by: Emma
  - *Motion Passed*

c.   HR/Gov: Mark
(i)Mark contract renewal process
- Currently in contract renewal process
- Ariel is convening the HR committee to discuss what new contract will look like—will be signed by June 10th for Mark's one year anniversary!
(ii)Sexual Harassment policy update
- Grown into larger project than anticipated & is still a work in progress
- Trying to figure out how to connect the community to a publicly accessible directory & investigation process
- Connected with Sophie (didn't catch her affiliated organization!)
(iii)Vacation throughout the summer
- Rebecca leaves next week for a little while
- Mark will take the end of July off
- Olivia has a vacation coming up for the first week of July—tentative
(iv)Impact committee
- Would like to form an Impact committee—going back to KPI's & thinking more critically about the funding SAF makes
- Will send out a description describing committee this week

4.   Batiment 7 proposal

- Mark has been updating the proposal periodically throughout the year and the initial agreement hasn't deviated much from where it started
- Overall project is to create a Living Labs program in collaboration with SAF, Batiment 7 and the Office of Community Engagement
  - Project in place to build a culture of sustainability—to convene and forge a community between faculty, students and Batiment 7 through sustainable projects
- Project callout to occur in Fall
  - Hopes to bring in business student & engineers and have on-boarding situation where students can meet each other and work together
- Alex at Batiment 7 will be the contact point of connection to Concordia
- Q: Who will jury the selection process? A: SAF, OCE, Batiment 7
  - Board members may be called upon to jury

- SAF & OCE is officially committing $20 000 each for a combined total of $40 000
  - Will occur within a two year period—$40 000 may be too much to send within that period
- Suggestion to clarify the 50/50 split of the funding through a secondary document that will state where the funds are being allocated and the terms of consequence if funds remain

Motion to approve the Batiment 7 proposal with modifications:
- Moved by: Arrien
- Seconded by: Raphael
- *Motion passed*

5. <mark>Project Funding Allocation (#)</mark>

- $21 670 left to allocate ($33 345.96 being requested this month).

Project 1: Concordia AI (moved)

- Proposal presentation at 6:00pm (15 mins. total)

- Requesting $13 300
- Program that allows students to learn AI through Workshops (expose), AI Hackathons (Challenge), AI R&D programs (develop)
- Trying to combat lack of opportunity in this field available at Concordia and forge an ecosystem
- Core principles: diversity, inclusion and sustainability—through reducing energy, increasing engagement of women and people of visible minorities
- Questions about project:
  - Q: SPC has questions about content of workshop. A: Experiential learning, working through process of creation while being mentored. Used Ubisoft as example.
  - Q: Explain how you are addressing biases—representation of women, queer, trans people? A: Due to popularity, project was able to push their values and therefore prioritize the under-represented and marginalized groups
  - Q: Does this value extend to the companies represented or collaborated with? A: Hasn't been implemented much yet, but is a goal for the future. Finding reliable startups has been difficult
    - Mention of Ubisoft as not being a typical company they would work with
  - Q: Where is the money going? A: Participants of workshops, resources, prizes
    - They don't pay mentors—gives small gifts instead
  - Q: How does the Hackathon contribute to SAF's mission? A: One day devoted to attract attention & get people to know about the program
    - Much more likely to have people apply to the program
    - Sustainability: Vegan food & catering service, reusable dishes, minimized waste
  - Q: Where is the Hackathon and Spring Finale held? A: JMSB and 4th SPACE
  - Q: Did you have to rent out these spaces? A: Yes

- Q: How many people are engaged? A: Cohort for spring/summer: 35, Jan-Mar: 30, Hackathons: over 100 and workshop: 300 people
- Q: Is the funding for things that have already happen? A: Yes, there was a mixup with CSU.
- Q: How much is allocated for special projects? A: Around $8 000
- Q: Where does sustainability enter in the message of the program? A: Minority welcoming message for applications—need to push further
- Q: How do you avoid tokenizing these groups of minority? A: They profile as many people as possible; minority groups are also the majority of the people engaged.
  - Comment on project creating of a good environment for these groups to strive.
- Q: Have you had a full year of running? A: No, started to get running last August & program started in January

- <u>Proposal presentation ends at 6:30.</u>

- Concerns about project asking for too much money; over $200 per person involved for 60 people involved—Should also be a project Concordia funds
  - Clarification: Funds asked for in budget is for the Hackathon
- Projects helps push diversity forward and creates initiative for change, but issue about tokenization and companies collaborated with still needs addressing
  - Ubisoft mentioning may have been arbitrary due to Board's lack of knowledge of industries working in this type of field
- Suggestion to pay for the Hackathon to help grow the program
- Concerns about presenter's answer on impact & culture of sustainability being a a little weak. Thoughts?
  - Follow-up: Project may not be spending $200 per person given the amount of people who attended the Hackathon—over 200 people
  - May not have a strategy or plan for such topics, just a will
  - Concern about project selecting people of certain minorities—mentioned that they are taking people who are not necessarily the best qualified
- Q: How are they advertising to different programs?
- Concern that project lacks an action plan—was not created with the goal to impact systemic injustice.
- Concern about proposal being a cash-grab to get money they've already spent on past projects.
- Agreement that this is an amazing project and there is a need for it in tech work.
- Comment in favour of project's efficiency in terms of AI being a solution to reducing greenhouse gases
  - Q: Is this part of their mission statement?
- Possibility to allocate partial funding with recommendations & resources given.
  - Possibility of funding solely the Spring Finale ($4 750) and the Hackathon ($3 050)
- Hackathon seems to have most reach—maybe that's the direction to go in
  - $7 800 on table to cover two events, but option to spend in next year's budget as well
- Proposal to fund retroactively or include stipulations about bettering their outreach and when those changes occur, SAF will help them reapply in Fall
  - Concern over having no control whether SAF will give them future funds

Motion to allocate partial funding of $3050 to AI Concordia with suggestions to improve for future funding proposals
- Moved by: Niall
- Seconded by: Emma
- *Motion passed*

Project 2: Connect Concordia

- Requesting $4 020
- Project serves to connect students and administration of Concordia to improve efficiency and quality of academic life
- Concerns about budget surrounding office supplies, printing, catering (not specified)
- Seems like more of a student life project than a sustainability issue.
- Q: How far along are they in their planning, given this is a huge project? A: Already working with Dean of Students and Student Success Centre for quite a bit of time. Have included a year prototype plan
- Is this a project that fulfills SAF's mandate on sustainability? Impact?
  - Connection to community very necessary
  - Concern about project being something Concordia should fund
  - Yes, will have huge impact, but will be two years from impact—is currently a pilot project
- Reminder SAF doesn't allocate honorariums that are more than our current staff are paid
- Q: What are some good things about this project? A: Shadowing mentors, promotes inclusion, bridges gap between students and non-students, is a student success project
- Suggestion for partial funding where SAF funds half of honorarium as a buffer, potential of going to Concordia to match SAF's offer
- Suggestion to allocate $1 500 for 100 hours of work—same as a standard internship
  - Addition of catering ($350) should be included
- Q: Would she be filling out a timesheet—feels like we'd be hiring her? Q: SAF has never hired a project coordinator—would be a first. She would get a T4A from SAF.

Motion to allocate partial funding of $1 850 to Connect Concordia with stipulation that she comes to CUCCR for office supplies.
- Moved by: Arrien
- Seconded by: Emma
- *Motion passed* (Niall abstains)

Project 3: CURE

- Requesting $9 600
- Project serves to build a database and surveil Concordia community to find mental health resources for communities of colour & non-gender binary
- Part of a much larger project—SAF's funding would help in their application for government grants & allow project to grow into a larger program
- Great application, budget was very clear, great logic motto

- Concerns about budget, but seems fine overall

Motion to allocate full funding of $9 600 to CURE.
  - Moved by: Arrien
  - Seconded by: Mariana
  - *Motion passed* (Niall abstains)

Project 4: What Lies Behind

- Requesting $1 000
- Film about a boy connecting with his father and them realizing each other's humanity.
- SPC recommended to deny funding based on theme being sustainability specific & project should go to CUCCR for props
- Concern about project allocating money to gas ($450) in budget—prohibited in guidelines
- Concerns about project timeline—space obtained is only for a short amount of filming time
  - Clarification that a lot of film students have to film in one single day
- The waste that comes out of film production is a great amount—funding may help them look for more sustainable resources
- Possibility to fund food ($250)
- Concern about People's Potatoes being currently closed—stated in budget as their caterer
  - Could be surplus or from garden at Loyola
- Q: SAF will be a contributor to this film, do we want to be associated with this? A: Not a lot of interest

Motion to deny full funding of $1 000 to What Lies Behind.
  - Moved by: Calvin
  - Seconded by: Arrien
  - *Motion passed*

Project 5: Outside Sculpture

- Requesting $5 425.96
- SPC recommendation to get more info
  - Department will give project money but unsure of the amount (approx. $300)
- Unsure about clearance to install in courtyard, but seems like they have
- Would like more clarity on where the tires will go after the year spent in the courtyard—we don't want it to become garbage after this use
- Concern about where are the tires are coming from—should be from Concordia
  - Facilities management as contact
- Q: What is the impact of this project? Will the students use it? A: Builds community, project initiates students in it's creation
- Concerns about cost of project being a bit high—reusable materials don't cost that much and should do some research into where their numbers are coming from
- Suggestion to send following questions & revise in June:

- Where are the tires coming from?
- Where are tires going after?
- How durable is the paint?
- More specifics on the budget—where are they getting materials & sources for their numbers
- Supply chain summary for everything
- Concern about where the tires will go if not funded (total of approx. 80)

Motion to table allocation of funding to Outside Sculptures for June until additional details have been required.
- Moved by: Arrien
- Seconded by: Calvin
- *Motion passed*

Funded $14 500 worth of projects today—$7 170 remaining in allocations budget

7. <mark>Adjournment</mark>

Motion to adjourn meeting
- Moved by: Arrien
- Seconded by: Emma
- *Meeting adjourned at 19:52*