

# SAF Board of Directors Minutes

## Monday, November 26th, 2018

**Meeting Time:** 13h30 - 13h30

**Meeting Facilitator:** Mark Underwood

**Meeting Minute Taker:** Jordan Beaulieu

### **Members in attendance:**

Mark Underwood (SAF)

Oliva Champagne (SAF)

Vanessa Macri (SC)

Akira De Carlos (CSU Exec)

Arrien Weeks (GSA)

Emma Campbell (ASFA)

Calvin Clarke (Student-at-Large)

Raphael Young (ECA)

Mariana Moreno Caro (FASA)

### **Members absent:**

Niall Heath (Student-at-Large)

Ashvin Ramasamay (CU Community)

Mackenzie Murray (CASA)

TBC (CSU Council)

### 1. Call to order and land acknowledgement

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

- Minutes from last meeting not uploaded yet

**Motion** to table approval of the October minutes until next meeting:

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

### 3. Review & adoption of agenda

**Motion** to move project funding decisions to top of agenda as some members have to leave early:

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

### 4. Project funding allocations (7)

- \$46,703 remaining in allocations budget (including the projects from this month already approved by SPC Committee)

### **Project 1: Panel on Climate Change, Pipelines, and Energy**

- Requesting \$450
- School of Community and Public affairs organizing a panel on topics including communicating the “benefits of a pipeline” to students
- On how pipelines are perceived in engineering circles
- Bringing in an indigenous lawyer to speak (seems like most positive idea/aspect)
- Scale of their outreach is limited
- AV equipment rentals included in budget (but equipment can be rented for free at school)
- SPC denies funding

### **Project 2: Panel on Digital Democracy**

- Requesting \$500
- Panel to raise awareness/comprehension of the democratization of digital media and responsible social media use, organized by a group of students
- Uncommon topic in applications yet an important type of knowledge/literacy
- More detailed conversation about some of their budget lines to happen with Olivia
- SPC recommends full funding once their questions about the budget are clarified
- What are the advertising fees paying for? Another questions for Olivia to pass on
- UPDATE: the clarified budget asks for funding primarily for advertising and food
- Advertising fees are for social media boosting and postering
- Is boosting really necessary? Panel intended to reach Concordia students; networks on campus have reach without paying for boosting
- Budget is still somewhat unclear

**Motion** to allocate \$300 to Panel on Digital Democracy:

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

### **Project 3: FIFEQ**

- Requesting \$200
- Film festival promoting ethnographic cinema
- Received lots of feedback from Olivia, project didn’t answer her questions
- Didn’t really address SAF’s application questions
- SPC denies funding but recommends they reapply properly, better addressing SAF’s application questions

### **Project 4: Frigo Vert’s Anti-Colonial Dinner**

- Requesting \$1,400

- Good application
- Paying for translation fees (increased accessibility)
- Asking for a donation (?) but this money will be used to rent the venue where the dinner will take place
- Budget line for programming (not clear on what this is)
- Dinner has already happened (retroactive funding)
- SPC recommends \$1,200 instead of \$1,400 because “programming” is unclear
- Didn’t have time for a clarification as a decision was necessary asap
- SAF has asked to be acknowledge in their thank-yous

### **Project 5: First Voices**

- Requesting \$5,000
- Project includes a variety of social, cultural, political, and academic events focused on First Peoples on campus / across Canada
- Funded by SAF in the past, occurs annually
- Lost of institutional support provided by other groups
- Great reach and student engagement
- No major questions about the application, pretty strong in general
- SPC recommends full funding
- Board concerned that SAF doesn’t have enough money to provide full funding
- The other two projects this month raise more questions in terms of decision making than this project (argument in favour of giving full funding)
- Clarification on the two different lines for food (2nd is just food for speakers?)
- “Guests” expense is likely honorariums for people leading opening and closing ceremonies
- Third year being put on; budget increase facilitating this expansion
- One of the most detailed budgets received so far this year
- Impact on Concordia community proportionate to a large investment

**Motion** to allocate full funding to First Voices:

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

### **Project 6: Space Concordia**

- Requesting \$10,000
- Requesting funding to build a rover
- SPC recommends to deny funding
- Link to sustainability is tenuous
- Robot can do soil samples to check for contamination
- Interesting potential to be used in places that have been contaminated for a long time, recent oil spills not so much

- In theory their ultimate goal is to build a rocket that can go into space
- Budget is unclear, can't tell if they're requesting \$10,000 or \$7,000
- Didn't respond to Olivia's feedback and suggestions
- It's unfortunate there's no other funding body engineering students can go to for large projects
- Not a bad project but doesn't really work with SAF's sustainability mandate
- Not clear on what materials they are using to build with
- Not sure who is working on the project, is there a social or environmental justice aspect of the project that is not noted?

**Motion** to deny funding to Space Concordia:

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

### **Project 7: Muslim Students Association**

- Requesting \$10,000
- Project to renovate the prayer rooms in the Hall building
- Seems like a great project however it doesn't seem like they have approval from the university and the appropriate administrative bodies for the reno (this can take a long time to secure)
- Would the school offer funding?
- Application needs a letter of support from the university
- Some equipment could be bought used instead of new
- \$15,000 on carpets seems like much too much; lots of furniture storage rooms on campus are stocked with carpet. If the carpeting needs to be higher quality or have specific qualities then more info on this would be helpful in understanding this budget line
- Not much clarity as to how SAF is integrated into the project
- Applying to CSU might be better, SAF shouldn't be the first funding option (CSU has SSAILC fund for renovating student spaces and has more money than SAF at the moment)
- Would be happy to see a revised application
- Project needs to include a timeline
- And also the names of the planners at Concordia working on this project
- Feedback on how to make renovation plans more sustainable?
- It's possible these things are already known but not articulated in the application — need some clarifications for sure

**Motion** to deny funding Muslim Students Association with recommendations:

- Moved by: Arrien
- Seconded by: Vanessa
- *Motion passed, Emma abstains*

### **5. SAF updates**

### **Executives Check-In**

- New document created to keep track of all projects allocated, their allocation amounts, their remaining spending, forfeited spending, their final reports and levels of completion. Also helps keep track of funding from previous fiscal periods unspent/regained
- Olivia briefing BoD on the highlights of this document monthly to stay up to date on the progress of reimbursements
- Will be spent out before meetings

### **Design and Outreach Coordinator Hiring**

- Rebecca Black has been hired
- Worked with CFC and Transitions in the past
- Focused on connecting online, print, and face-to-face outreach approaches
- Rebranding SAF not needed anytime soon
- Rebecca will focus on evaluating and planning outreach campaigns
- Would like to learn more about coding, website design, animation
- Brings lots to the table and has lots to learn from the position
- Candidates that weren't selected offered feedback about the interview process
- Rebecca will start on Dec. 10th, with two solid weeks of training with Justine

### **Staff Evaluation Process**

- Getting together with someone from HR committee and the whole executive team hasn't been able to happen yet
- Mark is facilitating HR process for wage increases with contract renewals
- Would like to have a face to face meeting, hopefully with a board member present, can be any BoD member not just a HR committee member
- Beginning of December would be preferable (probably in the morning)

### **Goal Planning and Strategic Directions**

- Strategic plan expires in 2020
- Need to set stronger goals aligned with the strategic plan
- Will the strategic plan be able to be fulfilled in the next year?
- Team will take a day to evaluate and review their goals (also open to board members)

### **Batiment 7**

- Partnership going forward
- Starting to discuss what will be done with the funding, possible hybrid between scholarships and project funding
- Needs assessment conducted, will be getting the summary in the next few days
- Once this is communicated it will be more clear where to direct the funding

### **Facilitator Check-In**

- How do members feel about the meeting process so far? How is group communication going?

- Happy to receive feedback anonymously, in private, etc, send Devon an email or talk in person if you want to share thoughts
- Important to have SPC feedback and recommendations and Olivia's commentary as well in order to facilitate and organize the board meeting process
- Typically projects don't have an advocate in the room to answer questions so perhaps when a project is asking over \$5,000 they could be invited to present at the board meeting. Discussions would be separate from their presentations (presenters would not be in the room)
- Re: executive's contribution to project discussions and decisions: it feels weird to take a back seat during these conversations since execs have a great deal of knowledge, so they are going to try to participate more in conversations about project decisions and Devon will moderate their participation
- If you look in project folders before the 15th of each month you might see projects that will ultimately not be up for vote at the BoD meeting (Olivia will make a pending folder for applications that may or may not be included at the BoD meeting)
- Devon will be sending out the Doodle earlier from now on

## 6. Committee updates

### Finance Committee

- Results of finance committee spot audit from Nov. 22, 2018:
- 7k better off than budgeted
- 5k less expenses than budgeted to spend (mostly from outreach)
- This 5k surplus won't be reallocated to project funding until the end of the year in case it turns out to be necessary in the operational budget
- Quickbooks looks good, everything normal
- Financial systems and controls working properly
- Brainstorm of sustainability investment initiative: scope and guidelines for potential partners
- 35-40k contingency fund will hopefully be in an easily accessible savings account that also develops some interest

### Customer Relationship Management (CRM)

- Ariel did a training to become certified in Quickbooks now so SAF gets a discount on the software and Ariel has more knowledge about Quickbooks and associated apps
- Hopefully this will allow the process to become more centralized (instead of using a combo of google docs, excel sheets, word docs, etc)
- Quickbooks not a great CRM as it turns out, would be nice to find something else to use
- Hopefully Quickbooks and CRM will help retain procedures and institutional memory so that eventually the current execs can be succeeded with minimal difficulties and loss of knowledge
- Before Quickbooks that was a major concern but it has helped to streamline things and retain information
- Is the revision request procedure written down? A: In the governance handbook amounts of over-budgeting allowed are specified.

### **Community Announcements**

- CUCCR running biannual reclaimathon right now, turquoise bins all over the place on campus to donate reusable materials
- “Don’t buy that” event happening in EV Art Hive on 5th floor on Wednesday Nov. 28th, 5-9pm
- CUCCR residency in partnership with the VAV gallery: call-out right now for undergraduates art students, please share
- Beigne Oui DONUTS at the Hive soon

### **7. Adjournment**

Meeting adjourned at 15h15