

# **SAF Board of Directors Meeting Minutes**

## **Monday, September 17th, 2018**

**Meeting Time:** 17h00 - 19h00

**Meeting Facilitator:** Devon McKellar

**Meeting Minute Taker:** Jordan Beaulieu

### **Members in attendance:**

Vanessa Macri (SC)

Akira De Carlos (incoming CSU Exec)

Mark Underwood (SAF CEO)

Bianca Bruzzese (ASFA)

Julia Couture-Glassco (CU Community)

Claire Warmels (Student-at-Large)

Alice Wei (Student-at-Large)

### **Members absent:**

Lucas Fraser (CASA)

Mira Marhaba (ECA)

Adrienne Murphy (GSA)

Julia Autumn Savoy (FASA)

Patrick Magallanes (CSU Council)

**No quorum—online voting to follow based on recommendations from this meeting.**

### 1. Call to order and land acknowledgement

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

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

- Moved by: Vanessa
- Seconded by: Julia
- *Approved*

### 3. Review & adoption of agenda

**Motion** to adopt the agenda:

- Moved by: Julia
- Seconded by: Vanessa
- *Approved*

### 4. General updates

- Co-op Zone: Request for Collaboration. National non-profit that supports cooperative businesses.
- They want to know if SAF would help fund bursaries for students who have completed their online course (to help subsidize these courses for students).
- Dean of Students also interested in funding this.
- To be looked into further, details still unclear / need more communication with project.

- Bâtiment 7, possible collaboration for some kind of living laboratory project (more details in August meeting minutes). Mark met with coordinators—good vibes—concluded that a needs assessment is necessary before working out the terms of the agreement. Proposal for needs assessment to be presented next BoD meeting.
- AGM coming up, 9th floor MB, featuring science fair type presentations of last year's funded projects. Still need a grad student and an engineering undergrad to apply to the BoD.
- End of year financials look good, audit will be completed in time for the AGM and will be presented then.

## 5. Committee updates

Governance Committee:

- i. Staff Conflict of Interest: What to do when staff have a conflict of interest with a funding application? Previously the policy for this only covered BoD members.
- New policy: Staff need to disclose their conflict of interest before the application for funding comes in. They cannot interact with the decision making process for that project; the staff member passes off their responsibilities for that project to another member of staff until the contract is signed.
- The same procedure will be followed for partnerships, investments, and other similar decisions.

**Recommended motion** to approve the staff conflict of interest policy in the governance handbook. (Board to vote online).

- Moved by: Vanessa
- Seconded by: Julia
- ii. Constitutional Amendment - BoD Quorum
- Would like to amend the constitution so BoD quorum is 50% + 1. To be voted on by the membership at the AGM.

**Recommended motion** to present this proposed amendment to the membership at the AGM (Board to vote online).

- Moved by: Julia
- Seconded by: Claire

## 6. Project funding allocations (6)

- \$74,610 left to allocate (\$45,00 being requested this month).

### **Project 1: ICOP Social Business**

- Requesting \$7,200.
- Previously funded by SAF for \$3,000, before that \$5,500, and before that \$6,000 (continues).

- Project offers an opportunity to business students to develop insights on how social businesses / non-profits work.
- Case competition will focus on solving a real problem that came up as part of an internship.
- Only open to Concordia MBA students.
- Would like SAF to fund materials such as computers and furniture, room rental, and prize money.
- BoD prefers not to fund prize money even though SAF did last year for this project, as SAF funds are limited and prize money isn't a necessary expense, especially from a student fund. Prizes have a low student impact (noting that a prize is different from an honorarium paid to compensate labour).
- 48 MBA students participating is a low range of impact. How does Concordia community at large benefit?
- Few revenue sources; other avenues of funding could be pursued.

**Recommended motion** to allocate \$1,000 to ICOP Social Business, with the stipulation SAF funds are not spent on prize money. (Board to vote online).

- Moved by: Bianca
- Seconded by: Vanessa

### Project 2: SAE Forumla One

- Requesting \$15,000.
- For one team who will be representing Concordia at the Society for Automotive Engineering, participating in a heat for sustainable cars only.
- Requesting funds for their entrance fee into the competition, equipment, outreach, accommodations, travel, other costs associated with attending the competition and building a sustainable vehicle.
- Received \$7,000 from SAF last year, \$7,200 the year before.
- Confusion about the budget—unclear what SAF funds would be used for specifically, unclear how SAF funds are used to work toward a goal in sustainability that benefits the Concordia community.
- What were last year's funds used for specifically, if this is an ongoing project? (\$7,000 was awarded but the project was unable to participate in the competition last year — so what materials did this grant buy and where are they now?).

**Recommended motion** to deny funding to SAE Formula One with the recommendation that the project submit a revised budget that specifies how SAF funds will be spent, and for the project to meet with Olivia to clarify the progression of the project. (Board to vote online).

- Bianca
- Vanessa

### **Project 3: CFC FSC**

- Requesting \$10,727.50.
- Caterers vying for a contract to provide snacks for a conference at Concordia on food and sustainability. The Hive would need subsidizing from SAF to become competitive with larger companies also trying to secure the contract.
- The Hive will employ students and work with student volunteers for the project.
- A multi-national food corporation will be used if funding isn't received to subsidize the Hive. An alternative sustainable caterer isn't on the table. Has CFC looked into sustainable alternatives to the Hive?
- Outreach and student engagement section of application isn't strongly developed.
- The sustainability of the Hive's catering in this case is somewhat dubious—e.g. apples and bananas aren't local or seasonal in Montreal during the winter.
- Expenses over \$10,000 to pay for snacks (not meals).
- It costs \$150 per student to attend the conference.

**Recommended motion** to deny funding to CFC FSC, with the recommendation that the project to look into alternative sustainable caterers, and to reapply with a different request, perhaps for SAF to subsidize students' tickets. (Board to vote online).

- Moved by: Claire
- Seconded by: Julia

### **Project 4: JMSB Sustainable Business Plan**

- Requesting \$1,500.
- Organized by the JMSB graduate student association. Teams pitch a sustainable business plan, with a positive impact across environment, society, economy (triple bottom line).
- Targeting MBA students but inviting undergraduates to volunteer, hopefully making it open to everyone next year.
- No entry fee.
- Requesting SAF grant to fund prizes.
- Project coordinators met extensively with SAF team.
- High prize amount planned in order to lure more Concordia students into participate and bring students in from other universities. Offering runner-up prizes as well.
- Is their reusable dish budget for the Dish Project?
- BoD open to contributing to something other than the prize money (food, for example), as they have a multiple sources of revenue to get their prize money from elsewhere.
- Giving Concordia students' money as a prize for students from other schools doesn't make much sense.
- **\*\*Note:** SAF often has trouble interrupting project budgets; perhaps the budget template should be standard for all applicants so there is less variation and uncertainty.

**Recommended motion** to allocate \$1,500 to JMSB Sustainable Business Plan with the stipulation that SAF funds are to be spent on food and room rentals only. (Board to vote online).

- Moved by: Bianca
- Seconded by: Akira

### Project 5: Pledge to Lead

- Requesting \$15,000.
- Working to better existing online carbon footprint calculators (elasticity of supply taken into account).
- Working to also make it Montreal specific, more tailored to what people living in this area experience.
- Takes accessibility into account.
- Making is open-source.
- Once people calculate their footprints they can pledge to take steps to reduce it (gives achievable goals / realistic steps to reduce — follow-thru focused).
- Requesting SAF funds to pay for labour; project will hire an external web-designer, outreach and volunteer coordinator, and a branding agency. This is important as outreach and branding is very crucial for this type of project.
- Project has been in-touch for awhile.
- Comprehensive project that could have a huge impact (Olivia's notes).
- Meets the living lab criteria and the development of the climate action plan / climate section of SAF's action plan.
- Lots of success in securing funding from other sources; could reach out to additional sources such as the CSU.
- Trying to fit into other initiatives at Concordia, especially at the administrative level.
- Will it have a big positive effect on Concordia community?
- Project's timeline goes into 2019.
- Very strong application.

**Recommended motion** to allocate \$8,000 to Pledge to Lead. (Board to vote online).

- Moved by: Vanessa
- Seconded by: Alice

### Project 6: the PhD (short film)

- Requesting \$3,000.
- A 4th year Concordia film production student, making a fictional short film about mental health and (un)wellness in academic institutions through a story about a gay couple and the health struggles in their relationship.
- Important/relatable storyline, focused on personal sustainability.
- Requesting SAF funds to pay actors, catering, and film festival fees.
- \$1,425 total to pay actors who are all Concordia students or alumni.

- Hosting a screening on campus and inviting someone from the mental health alliance to talk at the event.
- Similar film projects have received between \$400 and \$1,800 from SAF in the past.
- No concrete plan of dissemination into the Concordia community, what is the impact of this project for Concordia students?
- Project needs more development, explanation, and structure surrounding outreach and its plan for reaching Concordia students.
- Catering for the project should be vegetarian and follow the sustainable event recommendations.
- Project isn't resonating for all BoD members as a sustainability project; a lot of films are produced on campus, what is the best use of SAF resources?

**Motion** to deny funding to the PhD short film. (Board to vote online).

- Moved by: Julia
- Seconded by: Bianca

#### 7. Community Announcements

- New class! Geographies of Justice 498, focused on helping divest Concordia increase their research base by acting like a think tank for them. Contact Devon for more info!

#### 8. Adjournment

Meeting adjourned at 19h20.