

# SAF Board of Directors Meeting Minutes

## Friday, December 1st, 2017

**Meeting Time:** 16h00 - 18h00

**Meeting Facilitator:** Devon McKellar

**Meeting Minute Taker:** Jordan Beaulieu

### Members in Attendance:

Nadra Wagdy (SAF CEO)  
Olivia (SAF Project Coordinator) (until 16h25)  
Devon Ellis-Durity (CSU Exec)  
Vanessa Macri (Student-at-Large) (until 16h30)  
Lucas Fraser (CASA)  
Mark Underwood (Sustainable Concordia) (until 16h45)  
Patrick Magallanes (CSU Council)  
Mira Marhaba (ECA)  
Adrienne Murphy (GSA)  
Julia Autumn Savoy (FASA)  
Bianca Bruzzese (ASFA)

### Members Absent:

Julia Couture-Glassco (CU Community)  
Alice Wei (Student-at-Large)

### 1. Welcome & roll call

### 2. Review & adoption of agenda

**Motion** to adopt the agenda.

- Moved by: Patrick
- Seconded by: Lucas
- *Motion passed*

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

**Motion** to approve the minutes from the November BoD meeting.

- Moved by: Lucas
- Seconded by: Bianca
- *Motion passed*

### 4. Project funding allocations (6)

#### **Project 1: Animating the Future**

- Project asking for \$5,500.

- Event provides a platform to promote indigenous artists in animation. Honorariums will be going to two indigenous artists/animators.
- SPF committee feedback: Project's previous budget was unclear. Their new budget deals with more specifics. SPF recommends partial funding.
- "Professional fees" are for workshop facilitators; project is doing an initiative to receive workshop proposals from students / allow programming to be student directed.
- Q: Will the event itself be sustainably run? A: (Olivia) Now doing sustainable catering as well as putting sustainable waste strategies in place.
- Majority of money will go toward curator honorariums. Project asking for a lot of money; SAF allocation budget lowering quickly. What about paying for half of the project's expenses? Is there anything SAF specifically does not want to fund?
- Mark: Has the project applied to Indigenous Directions fund? First Peoples Studies fund? The Faculty of Arts and Sciences?

**Motion** to allocate approximately half of the requested amount (\$2,500) to project, accompanied by SAF suggested strategies for spending.

- Moved by: Lucas
- Seconded by: Mark
- *Motion passed*

## **Project 2: CSU Housing Project**

- Devon states conflict of interest.
- Project asking for \$6,060.
- Affordable housing project provides accessible housing to students. Coordinators of housing project would like to attend a conference at NASCO Institute 2017 in Ann Arbor, Michigan, and are asking SAF to assist in covering their costs.
- SPF committee does not recommend funding as the cost of the conference is high, it is not essential to the project's operation, SAF prefers not to fund travel, this particular request does not seem to directly benefit the student membership, there is little information given about the individuals who will be attending the conference.
- SAF is excited to work with CSU housing project in the future on different initiatives.

**Motion** to deny funding to project.

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

## **Project 3: Curveball Film**

- Project asking for \$2,200.
- SPF committee feedback: This is a film that addresses social sustainability issues (abortion). It was shot this week and SAF would be funding the project retroactively. Good promo

opportunity for SAF. Committee recommends giving a maximum of \$800 to pay back the equipment rentals that were essential to creating the film (funding only the equipment fees is still a large amount of money).

- Q: What is SAF's stance re: the film's subject matter? A: Abortion is arguably a sustainability concern. The project addresses many social stereotypes and pressures.
- The cultural of sustainability section in the project's application focuses on the making of the film but not the film itself. Low student impact (about 100-120 students). Dollars to impact ratio is low.
- Mira suggests allocating \$400, as the impact on students/the project's reach in terms of promoting sustainability on campus is low. Suggests recommending the project put this money toward equipment fees (retroactively), or allowing the project to determine which costs are most pressing for themselves.

**Motion** to allocate \$400 to project, to be spent as is seen fit.

- Moved by: Mira
- Seconded by: Lucas
- *Motion passed*

#### **Project 4: From the Source: Making space for indigenous voices in Concordia's GPE\***

##### **Department: A pilot project**

- Project asking for \$2,356.
- Application for a Concordia course, hosted by a grad/PhD student instructor who would like to bring more indigenous voices into the classroom. Honorariums will be paid to indigenous speakers.
- SPF committee suggests full funding or as much as possible given SAF's current resources.
- Project will benefit students registered in the course, potentially the greater community of Concordia/Montreal in some capacity (applicant will make an effort to publicize the lectures).
- Concerned that the reach will not be very wide given that the project is for a course. Q: Is there a way for this course to be opened up to other people outside of the class to increase impact? A: Applicant mentioned they were using a space in the Hall building 12th floor where events open to the public sometimes take place. Perhaps SAF would like to reach out to support the applicant in opening up these lectures to more people?
- Nadra: Engagement is not only about the number of people impacted, but also the depth of their engagement.
- Presumably these students will take what they learn and apply it to other contexts.
- Board would request that the applicant mention SAF during the lectures in order to spread the word about SAF and also the upcoming sustainability awards.

**Motion** to allocate full funding (\$2,356) to project.

- Moved by: Mark
- Seconded by: Bianca
- *Motion passed*

## Project 5: IISE National Conference 2018

- Project asking for \$4,100.
- Funding engineering students to go to a conference in Windsor, ON. Paying for transportation costs and reducing their individual ticket costs (\$50 per person for 34 students).
- Conference not specifically about sustainability, no indication that it is necessarily a sustainably run event.
- Next year Concordia is hosting the event and this may be a way to introduce SAF's name and direct the 2019 conference toward a more sustainable focus. Also good to get an application from the engineering department.
- SPF committee recommends partial funding, if SAF receives a strong amount of exposure and funds are only used to offset costs to students (not comfortable funding transportation).
- Mira: It is not a mandatory conference, but provides professional experience and is a big learning opportunity for students. Typically less and less students are able to go per year. It would be beneficial for more people to know what the conference is like given that Concordia will be hosting next year. Any positive gain would be for the students who get to go, not so much for the larger student population. However, these students may effect the conference positively next year (although not all are necessarily returning to Concordia).
- Q: Are there many more options for them in terms of funding? A: (Mira) They've submitted applications to a variety of funding bodies and have probably already received all of the funding they can expect to secure. Surprised they applied to SAF.
- Q: Perhaps SAF should fund only the tickets of folks who will still be at Concordia next year? A: This is not exactly a feasible/enforceable measure.
- Is it worth funding a smaller subsidy amount per ticket, say \$20 per student?
- Lucas: Recommends not funding this year but letting the group know that SAF would be interested in funding the 2019 conference on Concordia campus.

**Motion** to deny funding while recommending that project reapply next year when the conference will be hosted by Concordia.

- Moved by: Lucas
- Seconded by: Adrienne
- *Motion passed*

## Project 6: Rap Battles for Social Justice 2018 Series

- Project is asking for \$10,000.
- Nadra: The Rap Battles have been funded by SAF for a few years now, each year with different thematics. A main organizer of the series left and transferred the project to the Concordia Hip Hop Community (a CSU club). Their main theme in the past two years has been social justice issues. This year the themes are representation and police brutality. The battle has a for/against debate structure. Last year it was held in a bar on Saint-Laurent and was very well attended. They sell tickets with all of the revenue going to charities and social

organizations. Last year the project requested \$2,500 per event (totalling \$5,000), this year the project is doubling their requested amount, as they seem to want to expand.

- SPF committee feedback: Given that the project was successfully executed last year with a \$5,000 grant from SAF, committee recommends funding but with a cap at this amount. Student impact is considerable but not huge.
- Last year the bulk of the project's SAF grant was used to pay honorariums to artists. Perhaps they need more money for honorariums this year because the project is looking to involve more artists.
- Julia: Maybe give a bit more than \$5,000 to encourage the project to keep moving forward.
- Bianca: The event now has a positive reputation and larger reach, could be more impactful with this extra money.
- \$6,600 covers both artist honorariums (\$5,400 total) and workshop facilitator honorariums (\$1,200 total).

**Motion** to allocate \$6,600 to project.

- Moved by: Lucas
- Seconded by: Patrick
- *Motion passed*

## **Revision Requests:**

### **1. "Enamel" Film Project**

- Project received funding from SAF last year. Film completed and screened in November, now wanting to spend their grant slightly differently. The venue for the screening was less expensive than planned, and the project wants to reallocate \$400 for post-production honorariums. \$40 more for colour correction, \$200 more for sound mixing, and a musician will be paid \$160.
- BoD approves.

### **2. "Gaea" Film Project**

- Short film project received a grant from SAF last year. Now requires extra room in budget for external hard-drive, taxis, fee for using microscope at Concordia, fee for editing suites at CDA at Concordia, renting a smoke machine. Expenses totalling \$372. Asking SAF to allocate an additional \$400.
- Additionally, the project is requesting to reallocate an honorarium from their sound designer to their colourist at the rate of \$20/hour for 15 hours of work, as the sound designer decided to work for free (volunteer).
- Board agrees to fund all additional expenses with the exception of taxis.

**Motion** to allocate \$360 to project in order to fund all expenses except for taxis, and to allow the project to reallocate its honorarium budget as requested.

- Moved by: Bianca
- Seconded by: Lucas
- *Motion passed*

### 3. Fierté en Hiver

- SAF allocated \$1,300 (full funding) for a series of events in Winter. As Pride Montreal was unable to support the project, they are requesting additional funding from SAF, an increase from \$1,300 to \$5,000. This additional funding (\$3,700) will be used to pay two undergraduate student salaries. Project has not changed since the original application to SAF.
- Board feedback: Perhaps allocate an amount for the salaries at an hourly wage more comparable to what SAF staff members are paid i.e. \$16/hour. \$16/hour for 80 hours for one person and another for 100 hours = \$2,880.
- Could fund only one person, or one person but not in full. Funding one person to work 80 hours at \$16/hour = \$1,680.
- Could fund approximately \$2,000 to be spent on salaries as the project sees fit or fund another \$1,300 (the original grant amount) for undergraduate student salaries.
- Board caught between funding the project \$1,300 and \$2,000. Having difficulty making a decision without knowing what the paid employees will be doing for the project.
- Q: Is there time to ask for more information about the tasks of the salaried students? A: Keeping in mind the BoD won't be meeting again until January and project's events take place in February, it seems that it would be most fair to make a decision today.

**Motion** to allocate an additional \$1,300 to project.

- Moved by: Mira
- Seconded by: Devon
- *Motion passed*

### Projects less than \$1,500:

SPF committee on projects less than \$1,500:

- Is Fake News Shaping Public Opinion?: School of public policy/affairs putting on a conference, needs funding to pay for speakers and food, SPF agreed to fund \$500 of the \$600 requested as this is comparable to an amount allocated to a similar project.
- Anti Colonial Dinner: funding denied because the request was very retroactive.

### 5. General SAF updates

**Nadra:**

- Hired new project coordinator, Olivia!
- Before hiring revamped the job description, clarified the responsibilities: project coordinator leads SPC meetings, and does the metrics analysis from the application forms and project reports at the AGM and for the board. Hiring committee (Julia, Tony, and Nadra) reviewed 52

applications and selected 20 to send to the whole staff and the HR committee. Everyone selected their top 5 and then SAF carried out five interviews.

- Ariel's contract has been renewed for the 4th time and his hourly wage has been raised from \$19.00 to \$19.76
- Sustainability research awards program: Faculty of Arts and Sciences has committed funding, JMSB is interested and might match this funding. Waiting to hear back from Fine Arts and Engineering faculties.
- Alumni Development says an alumnus is interested in making a donation to Concordia and would like to partner with SAF. As part of this partnership, each year selected research projects may be able to manifest on campus using funds by this donor, matched by SAF.
- Nadra meeting with organizations from within the Faculty of Engineering to work out a collaboration to reach more engineering students at Concordia.

**Olivia:**

- Funds allocated (June 1st - Nov 23rd): \$58,500. ~45% of funds left to allocate for the 2017-18 fiscal year (6 months remaining).
- \$46,985 remaining to allocate. (~\$32,484 remaining to allocate after Dec. 1st 2017 BoD meeting).
- No technology based projects funded so far this fiscal year, and only one project directly related to race and ethnicity.
- Average project funding has remained relatively the same over Q1 and Q2.
- The average funding requested in Q2 has increased from Q1.

**6. Committees updates**

**Julia:**

- Governance committee met with Nadra to review and edit the handbook, considering changes such as perhaps adding a deadline to online voting. Committee is working on finishing the revisions by January.

**Adrienne:**

- Marketing committee met with Justine for an intro meeting to review SAF's social media presence. Did some homework about how to improve Instagram account. Brainstorming about how to get groups connected and encourage more students to access content through social media.

**7. Adjournment**

Meeting adjourned at 17h45