

SAF Board of Directors Meeting Minutes

Monday, January 15th, 2018

Meeting Time: 17h00 - 18h13

Meeting Facilitator: Devon McKellar

Meeting Minute Taker: Jordan Beaulieu

Members in Attendance:

Nadra Wagdy (SAF CEO)
Ariel Dabora (SAF CFO)
Vanessa Macri (Student-at-Large)
Lucas Fraser (CASA)
Mark Underwood (Sustainable Concordia) (until 18h00)
Mira Marhaba (ECA)
Adrienne Murphy (GSA)
Bianca Bruzzese (ASFA)
Alice Wei (Student-at-Large)
Julia Couture-Glassco (CU Community)

Members Absent:

Devon Ellis-Durity (CSU Exec)
Patrick Magallanes (CSU Council)
Julia Autumn Savoy (FASA)

1. Welcome & roll call

2. Review & adoption of agenda

Motion to adopt the agenda.

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

3. Review & approval of previous meeting minutes

Motion to approve the minutes from the December BoD meeting.

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

4. Project funding allocations (5)

Project 1: SAE Formula One

- Mira states conflict of interest & steps out.
- Project asking for \$12,000.

- Students competing in competition (Formula Electric), designing a vehicle with sustainability theme.
- SPF committee feedback: A department SAF doesn't often receive applications from (engineering and technology oriented), engaging lots of different levels of students. Recommends funding whatever has not yet been covered by other sponsors (works out to about half of their request).
- Second time project has applied; SAF awarded approximately \$7,000 (about half of requested amount) last year. Last time the application was less strong and the project had problematic sponsors (i.e. Shell Oil Company).
- SAF has \$32,968.88 left to be allocated with five meetings to go this year (including January meeting). Not a lot of funds left; must be budgeted carefully.

Motion to table this project and return to the discussion after the other applications have been voted upon (keeping in mind the recommendation to fund this project).

- Moved by: Mark
 - Seconded by: Alice
 - *Motion passed*
- \$3,900 allocated during the meeting before resuming discussion about this project.
 - \$7,285 recommendation would equal \$11,185 allocated during this meeting (\$21,784.88 left to allocate going forward).
 - Julia: Supports spending a little more this month to fund this event as it is especially worthwhile.

Motion to fund \$7,285 to SAE Formula One project.

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

Project 2: CUTE Magazine

- Project asking for \$6,000.
- SPF committee feedback: Bilingual magazine run by students, addressing social issues e.g. unpaid internships. Recommends awarding partial funding as it voices student opinions, is available on campus, addresses social sustainability issues.
- SAF funds do not seem essential to the creation of the project as they will be used for outreach and distribution. Budget is unclear, not sure why \$6,000 is being requested from SAF; outreach line missing from budget, no outreach strategy or writing sample provided.
- Mark: Not sure how often the magazine comes out or how it is Concordia specific, lack of info about how the project would engage the Concordia community. Lots of publications exist on campus currently. Recommends denying funding until project can provide a more robust application.

- Alice: Project could try to reach out to more universities (beyond UQAM and Concordia), could ask more from their other funding sources to diversify and increase revenues.
- Bianca recommends \$1,000 maximum, as budget is unclear and not enough information is provided.
- Vanessa recommends project reapplies with a strengthened application.

Motion to deny funding to CUTE Magazine project with feedback provided.

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

Project 3: CFC Transitions 2018

- Vanessa clarifies she is affiliated with Concordia Dish Projects (though has no financial stake in Transitions project).
- Project asking for \$4,174.
- Annual conference about sustainable food systems, sovereignty, security; main event put on by Concordia Food Coalition annually. In its 4th year, usually a successful event with high turnout.
- Julia: CFC broadening the scope of the conference this year, but application perhaps lacks some specifics (for example, what are the concrete outcomes and benefits of this initiative?).
- SPF committee feedback: Committee recommends funding this project as much as possible, given that CFC's goals are strongly inline with SAF values, and the event is a good promotional opportunity for SAF.
- Nadra: Budget is unclear but adds up correctly, SAF funding would help cover food, the Dish Project, the space, outreach, hotel and train accommodations.
- Julia: What is SAF's policy on funding accommodations and transportation? Nadra: No policy for accommodations, preference to fund only sustainable alternatives in transportation (e.g. metro over taxi fare).
- Mark: CFC is able to contribute to the event with their own funds, can pay transportation if SAF refuses to fund this.
- Nadra: project's expenses are expected to be \$10,400 dollars. They have \$8,000 confirmed so far.
- Q: Who are the lunches for? A: Everyone (speakers, attendees, organizers, etc).
- Lucas recommends SAF fill out the rest of the project's budget, i.e. \$2,400. This would include the train and hotel.
- Bianca recommends giving this money with the stipulation that project uses SAF funding for things other than transportation. CFC has their own funds and a financial coordinator so it seems this would be doable.
- On the topic of SAF's remaining allocation budget:
 - Should a cap be put on the amount of money allocated per month? E.g. \$10,000 for January, TBD each month going onward.

- If one meeting is cut then amount left per month would increase to \$8,200/month for the remainder of the fiscal year.
- Majority seems to favour making decisions about projects as they are received.

Motion to continue making funding decisions based on the applications SAF receives, while Nadra and the team will communicate to membership about SAF's depleting funds (e.g. projects may have more chance to receive a greater amount of funding if they apply in June or July rather than February or March).

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

Motion to fund \$2,400 to CFC Transitions project with the stipulation SAF money is not used to fund accommodations or transportation.

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

Project 4: JMSB Business Beyond Tomorrow Conference

- Alice states conflict of interest and steps outside.
- Project asking for \$3,000.
- SPF committee feedback: Unsure how sustainability will be the focal point of this event.
- Julia: Event is focused on sustainability in an interesting way, tackling a variety of angles, possessing a diverse vision and collaborations with a range of businesses, though there is a lack of information about what exactly is happening at the event in their application.
- Lucas: Conference is attempting to expand sustainability as a topic of concern in business, hosting talks about how businesses involve sustainability in their operations.
- Budget is unclear, not sure what SAF funds will be used for specifically. Application cannot be resubmit next month as event is upcoming.
- Vanessa: Lack of detail is too great to make a decision about how much to allocate.
- Bianca: If funded, include stipulations about what to spend funds on.
- BoD recommends SAF make a meeting with recurrent applicants about the ongoing problem of last minute applications.
- Julia recommends partial funding and restrict grant to spending on marketing.
- Mira: Application lacks details about what "marketing" will consist of for the project.
- SAF will primarily be promoted through social media (SAF logo not on posters as these are likely already printed).
- This year they are asking significantly less than last year; last year SAF allocated approximately \$5,000.

Motion to allocate half of the requested amount with stipulations, and the request that the project put SAF's logo wherever they mention their sponsors.

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

Project 5: JMSB Undergrad Case Comp

- Project asking for \$500.
- SPF committee feedback: Not a sustainability event, funding not recommended.

Motion to deny funding to Undergrad Case Comp project.

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

5. SAF General updates

Nadra:

- Leaving SAF around March of this year; new CEO to be hired. Call-out coming around the end of this month, meeting with HR committee and doing interviews to have chosen candidate start work around the end of March. </3

Ariel / Finance committee:

- Received final fee-levy in January; collected about \$400 more revenue than budgeted = great prediction and slight increase in revenue from last year.
- Doing a break-down of revenues by department at the end of the year. Increase in the graduate fee-levy from last year, likely because of increase in enrolment.
- SAF realized that its previous accounting system restricted amount of analysis that could be done, so SAF switched its accounting system to Quick Books (cloud based, easy to learn, allows for more insights and metrics to be produced, connects to online banking automatically, easy to generate reports within the software, secure). Conversion cost about \$500 with hired expert to help the switchover and provide training for everyone. Did it over the break when no cheques and transactions were being processed.

6. Committees updates

None!

7. Adjournment

Meeting adjourned at 18h13.