**SAF Board of Directors Meeting Minutes**

**Monday, March 12th, 2018**

**Meeting Time**: 17h00 - 19h30

**Meeting Facilitator**: Devon McKellar

**Meeting Minute Taker**: Jordan Beaulieu

**Members in attendance**: **Members absent**:

Nadra Wagdy (SAF CEO) Mira Marhaba (ECA)

Olivia (SAF Project Coordinator) Mark Underwood (Sustainable Concordia)

Ariel Dabora (SAF CFO) Alice Wei (Student-at-Large)

Julia Couture-Glassco (CU Community) Julia Autumn Savoy (FASA)

Lucas Fraser (CASA)

Devon Ellis-Durity (CSU Exec)

Patrick Magallanes (CSU Council)

Adrienne Murphy (GSA) (until 19h)

Bianca Bruzzese (ASFA)

Vanessa Macri (Student-at-Large) (until 19h)

1. Welcome & roll call

2. Review & adoption of agenda

**Motion** to amend the agenda by addressing project funding allocations before CEO hiring, and to move to a closed session for that discussion.

* + - * Moved by: Julia
			* Seconded by: Bianca
			* *Motion passed*

3. Review & approval of previous meeting minutes

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

* + - * Moved by: Patrick
			* Seconded by: Julia
			* *Motion passed*

4. Committees updates

SPF Committee:

* No decision made about CEED because of the project’s unclear budget.
* Graduate Symposium approved.
* Ethical Textile Designs application clarified.
* Cinema Politica final report missing; cheque not cashed.
* CUTE magazine provided new and improved application.
* Had a difficult time making recommendations for this month’s applications.

5. SAF General updates

Q3 Financial Update

* $209,326 of revenues from fee-levies this academic year, consistent with estimates.
* $708.00 unspent funds from 2017 projects.
* Quickbooks provides breakdown of how special project funding is spent (e.g. projects spend 50% of overall funding allocated on food).
* Quickbooks cuts down time to prepare financial data by about half.
* $21,783 remaining in SPF budget for two more meetings, including this one.
* Pursuing many projects to hand in their receipts and paperwork for reimbursement ASAP. If it becomes necessary to cancel projects their funding with go back into this year’s SPF budget.
* Spending estimates for this year mostly accurate; finance system conversion biggest unplanned expense but will lead to significant savings in the future.
* This year SAF financial committee will aim for monthly budgets; gathering info from all committees to plan exactly when expenses will occur each month. Drafting these will begin shortly.

Professional Development

* CFE Designation for Ariel.
* Focus on strengthening internal controls in organizations (private, non-profit, gov’t).
* Topics covered include ethics, management, accounting, legal, different types of fraud.
* 25 hours of continuing education each year to maintain credential.
* Benefit for SAF: taking theory learned and applying it in practice, including knowledge in future training sessions for extended community.
* Cost ~$1,750, requesting $750 now and the difference once the exam is passed (to be reimbursed).
* Professional development fund is about $1,800, split by four staff members. Nadra did not use her funding so lots still remaining for this fiscal year.

Project Coordination Update

* KPI Development metrics designed to keep track of SAF’s impact, presented to BoD on a quarterly basis.
* Metrics categories include: media presence per theme, engagement of project investment, rejected per theme, faculty collaboration per project, and more.

6. Reoccurring funding framework

* SAF in the process of determining a plan to better accommodate reoccurring projects.
* Perhaps separate funds for new projects and reoccurring projects, with a certain percentage of the overall SPF budget dedicated for each.
* Reoccurring projects would not automatically receive all of the funds they apply for.
* How to create an appropriate budget for reoccurring versus one-time projects? Perhaps track funding allocated to each category for a period of time before adopting a new budget structure.
* Perhaps a separate / shorter application process for projects who apply frequently.
* Shorter application form for reoccurring projects could be beneficial even if there is no separate budget for reoccurring projects.
* Discuss this with some reoccurring projects to plan future partnerships, included but not limited to projects such as Cinema Politica, Rap Battles for Social Justice, Concordia Farmers’ Market, Transitions Conference, MBA Case Competition, other annual conferences.
* Previous brainstorming session on how to prioritize certain projects as reoccurring partnerships raised reciprocity as a main criteria.
* Partnerships should involve fresh ways to promote SAF and network more efficiently.
* Perhaps adjust application form to allow reoccurring projects to discuss their history, growth, and how their collaboration with SAF could develop (more new ideas, less redundant information in the application process for reoccurring projects).
* Setting money aside for recurring projects could take opportunities away from new projects, perhaps SAF could keep track of spending on these separate types of projects and present spending so far before BoD meetings, to allow BoD to prioritize spending more clearly.
* Perhaps recommend certain percentages of the SPF budget to guide spending as opposed to blocking off portions of the overall budget.
* Changes to process should be determined during the summer so the new plan is actionable by the fall.

7. Project funding allocations (7)

* $21,783 remaining in SPF budget for two more meetings, including this one.

**Project 1: Ethical Textile Design**

* Requesting $1,550.
* Organized by a PhD student in design, project involves mapping out how textiles are (sustainably) made to increase knowledge / awareness.
* Creating a book with different samples and information, as well as a six week workshop series.
* Project is part of the student’s PhD research.
* SPF committee feedback: the project is innovative and interesting, but committee is unsure of how the Concordia community will be impacted. They recommended partial funding.
* Project may not directly impact that many Concordia students; this will depend on outreach.
* “Compensation indemnity” means compensating people for their participation in the workshop ($50 honorarium per workshop participant).
* Recommendation of $1,050 without paying the $500 of honorariums, as it does not make sense given the amount of time required / nature of the engagement for workshop participants.
* **Motion** to allocate $1,050 to Ethical Textile Design project.
	+ - * Moved by: Julia
			* Seconded by: Vanessa
			* *Motion passed*

**Project 2**: **CUTE Magazine**

* Requesting $6,000.
* Project provided more realistic timeline and outreach strategies at the request of SPF committee.
* Printing 6000 copies, sending 800-1000 to Concordia. SAF could fund the editions for Concordia ($1,500).
* Translation could also be funded ($500), making $2,000 total.
* Not sure if the project is using recycled materials to print.

**Motion** to allocate $2,000 to CUTE Magazine.

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

**Project 3: Biofutures**

* Requesting $2,000 (changed from $2,500 in previous version of their budget).
* Masters of design PhD project involving mycelium grown in lamps, and workshops open to the public, which will include teams of 10-20 people growing the fungus in approximately 20 lamps.
* Partnered with Fine Art Department and Milieux Research Institute.
* Project bringing in an expert from the USA to speak on the topic, so part of the application includes air-fare, which SAF does not fund.
* What is the impact for Concordia community? BoD concerned about reach/engagement of project.
* What impact is this having on the field of sustainability in general?

**Motion** to deny funding to Biofutures.

* + - * Moved by: Lucas
			* Seconded by: Julia
			* *Motion passed, Bianca abstains.*

**Project 4: Cinema Politica**

* Requesting $2,500.
* Project has not sent in a final report from their last grant, nor spent their previously awarded funds.

**Motion** to table decision until Cinema Politica gets back to Olivia about their unspent funds and final report.

* + - * Moved by: Bianca
			* Seconded by: Patrick
			* *Motion passed*

**Project 5: Post-Capitalist Futures Archive**

* Requesting $5,865.
* Funds will go toward honorariums for filming and editing a conference happening on campus, to create sharable archives of information (regarding living in post-Capitalist society).
* Part of the goal of the archive is to share the information in an accessible way (popular as opposed to academic), also to increase accessibility for those unable to attend the conference, which has a high admission fee.
* Team on this project also did Food Groups Archive (a strong project previously awarded SAF funding).
* The tangible results of the honorariums is something to consider; paying for labour is an aspect of valuing contributions to Concordia community.
* SPF recommends $3,000 for website and editing honorariums.

**Motion** to table this discussion until after voting on Operation Fellowship is completed.

* + - * Moved by: Vanessa
			* Seconded by: Julia
			* *Motion passed*
* $4,000 or full funding proposed, as Operation Fellowship is not receiving funding and the SPF budget is still signifiant.
* Recommendation to fund all hours of work except for filming / work done while at the conference ($4,050).

**Motion** to allocate $4,050 to Post-Capitalist Futures Archive.

* + - * Moved by: Julia
			* Seconded by: Devon
			* *Motion passed*

**Project 6: Operation Fellowship**

* Requesting $15,000.
* Recommendation for partial funding from SPF committee.
* Concordia students developing two-week summer camp program for kids (age 15-18), to learn about sustainability and skills to develop projects. Days will be themed, Concordia professors will visit to give talks, as well a CUCCR and others. Project goals include follow-up with kids about their projects, and eventually financial support for projects. Initiative may eventually be opened up to higher levels (18+ students).
* What is the impact on the Concordia community?
* Workshops will take place off-campus.
* Project is not a part of the organizers’ coursework.
* Project has huge scope and many organizations/stakeholders involved.
* The organizers are from Concordia but this does not necessarily make it a project for Concordia. Perhaps they could get more involvement from students, programs, and/or projects at Concordia to build a stronger connection.

**Motion** to deny funding to Operation Fellowship, with a recommendation that the project reapply if they are able to increase their impact on the Concordia community.

* + - * Moved by: Vanessa
			* Seconded by: Julia
			* *Motion passed*

**Project 7: CEED (budget updated)**

* Requesting $825.
* Project is a three-day conference titled Growth and Development in Africa.
* What SAF funds are needed for specifically is unclear; project probably wants to retain flexibility. Unclear where the request of $825 has come from.
* Possibility to fund project minus alcohol ($775).
* Possibility to fund project minus alcohol and social media promotion, as the event is already sold out ($625).

**Motion** to allocate $825 to CEED with no restrictions.

* + - * Moved by: Adrienne
			* Seconded by: Devon
			* *Motion passed*

8. Adjournment

Meeting adjourned at 19h27.