

SAF Board of Directors Meeting Minutes

Friday, November 3rd, 2017

Meeting Time: 17h00 - 19h00

Meeting Facilitator: Devon McKellar

Meeting Minute Taker: Jordan Beaulieu

Members in Attendance:

Nadra Wagdy (SAF CEO)
Ariel Dabora (SAF CFO)
Alice Wei (Student-at-Large)
Devon Ellis-Durity (CSU Exec)
Bianca Bruzzese (ASFA)
Vanessa Macri (Student-at-Large)
Lucas Fraser (CASA)
Mark Underwood (Sustainable Concordia)
Patrick Magall (CSU Council)
Julia Autumn Savoy (FASA)
Mira Marhaba (ECA)

Members Absent:

Adrienne Murphy (GSA)
Julia Couture-Glassco (Concordia Community)

1. Welcome & roll call

2. Review & approval of agenda

Motion for the to approve the agenda.

- Moved by: Devon
- *Motion passed unanimously*

3. Review & approval of previous meeting minutes

Motion to approve the minutes from the October BoD meeting.

- Moved by: Mark
- Seconded by: Julia C
- *Motion passed unanimously*

4. Project funding allocation (4)

Project 1: Concordia Black History Month: Montreal Black Artists-in-Community Residency Exhibition and Programming

SPF committee recommends allocating partial funding between \$2,000 and \$2,300 to cover the most important costs in order for the project to be realized (e.g. space and employees, not art materials).

- Q: Would SAF be funding gallery space and studio space? A: Yes, off-campus gallery space (Galerie Mile-End on Ave du Parc), and an unspecified studio location.
- Mark: Great programming and outreach strategies; off-campus venue choice justified/understandable in this case. Hesitant to fund the volunteer honorarium. Perhaps project should reach out to the SdBI and the BIPOC committee of the CSU? In favour of partial funding for the exhibition space and either/or the vinyl printing or the studio space.
- Julia: Studio space encourages artists coming together.
- Mark: Funding the studio space also puts money into the community. Would like to know what the studio space is, however.
- Vanessa: Would no space (gallery or studio) located on campus be an accessibility issue? Hesitant to fund vinyl printing.
- Mark: Q: What would prevent us from funding a studio space? A: Nothing comes to mind from the group.
- Lucas: Recommends not funding volunteer honoraria, catering, or printing. Great event, but asking a lot from SAF, and this project seems like it could source funding from elsewhere or cut back expenses.

Motion to allocated \$2,660 to Black Artists-in-Community Residency Exhibition project to fund gallery and studio space.

- Moved by: Mark
- Seconded by: Julia
- *Motion passed unanimously*

Project 2: Social Economy Incubator

Project presenter unable to attend meeting due to illness; decision to be tabled until next month when more info is available.

Motion to table further discussion of Social Economy Incubator until next meeting.

- Moved by: Lucas
- Seconded by: Vanessa
- *Motion passed unanimously*

Project 3: Cinema Politica

- Nadra: Two years ago it was decided that Cinema Politic would be funded by SAF each year through a contracted partnership (\$2,500 per semester to be renewed annually).
- No budget was planned for the partnership this year. Project knew in August that partnership would not be renewed. It seemed unfair that some recurring projects were automatically renewed while others had to reapply.

- Budget line for partnerships was lowered this year, thus it made more sense for CP to apply through the projects budget (this was recommended to the project).
- However this reapplication process is a lot of work on CP's part and a new partnership should be negotiated in the future.
- In general, a new plan for recurring projects to access funding without reapplying every semester would be useful for SAF going forward.

SPF committee recommends full funding based on previous success, the project's high visibility and engagement, as well as good exposure for SAF.

- CP is asking SAF to fund outreach, marketing, equipment, and space. Exactly the same as what SAF has funded for the project in the past, with the exception of airfare. Project will only be reimbursed for the expenses they listed in their application.

Motion to allocate full funding of \$2,500 to Cinema Politica.

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

Project 4: Synapses

No SPF committee feedback.

- Two-day conference on design focuses this year on social and environmental sustainability.
- Taking place on Dec. 6th and 7th, the conference will feature keynotes and micro talks by masters in design students. This year project has integrated undergrads into the operations of the conference.
- Intended to be a yearly recurring project (not necessary focused on sustainability every year).
- Asking SAF to fund food and volunteer honorariums.
- Mark: Recommends \$400 of "volunteer" honorariums is not funded by SAF.
- Mark: \$400 surplus in budgeting; requests exceed costs. Contingency fund is already built into project's budget. Recommends SAF subtract \$400 from what is to be allocated because of this.
- Alice: Q: As we don't know who the "sustainable caterer" is, can SAF recommend a sustainable caterer? A: Nadra can recommend sustainable craters to the project and SAF can specify this as a contingency in the contract.

Motion to grant partial funding of \$2,200 to Synapses, with the condition that their sustainable caterer selection be approved by SAF.

- Moved by: Bianca
- Seconded by: Lucas

- *Motion passed unanimously*

Project 4: JSEC Sustainability Case Competition

Alice and Mark state their conflict of interest and leave the room.

SPC committee recommends partial funding of \$1,500 to \$2,000.

- Event asking \$2,000 to cover catering. A lot of money to be spent per head on food (feeding 300 people at \$30 per head), food supplied by Seasons (more expensive Concordia caterer), vegan and veg catering.
- SAF doesn't recommend specific types of catering (fancy or casual), as long as they are sustainable.
- Serves may be part of the catering expense.
- Event is coming up next week so it's impractical to ask for a clarification as to why their food budget is so high. Perhaps they want to present well for the companies (Téo, etc.) coming to the event.
- JSEC application improved from last year (project has taken notes). Ticket revenues and JSEC budget will cover the catering costs not paid for by SAF (\$500 in their budget).
- Halfway through the year and just over halfway through the SPF budget (to take into consideration).
- Q: \$686 revenue loss in their budget to be paid for in the JSEC budget...what is this? A: General sponsorship or CASA may be helping out.

Motion to grant partial funding of \$2,000 to JSEC Sustainability Case Competition.

- Moved by: Lucas
- Seconded by: Devon E
- *Motion passed*

Projects less than \$1,500

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

- Chirps for Thought fully funded.
- Fierté en Hiver fully funded.
- SCPA 301 Panel granted partial funding (\$500), and the recommendation that they record the event to increase its impact.

4. Committees updates

Marketing committee has been helping out Justine with promo, and will be meeting for the first time next week.

Finance committee and Ariel

- Total disbursements for this month close to \$16,000, ending cash balance \$36,612. No revenues this month.
- Transferred \$100k to Desjardins account this month to earn interest. Internal millennium account used to book space, pay for monthly charges, e.g. office phone.
- External accountant came to do review (comes every 3 months), and provided letter of recommendation. This new account specializes in non-profits and prepares Budget to Actual and assessment of internal controls. Report costed \$150, about \$25/hour. It was good experience for the team. Recommendations include:
 - Contract should have a date on them in addition to a signature.
 - Contracts signings should be more timely (sooner to starting date).
 - Cabinets for confidential documents should be locked more efficiently; perhaps with a code instead of a key.
 - Signed cheques should be locked away too.
- Accountant performs spot audit of cheque requisition forms that are used to disperse SAF funds to projects. All of these forms are given to accountant along with bank statements and cheque images. All cheque req forms and recipes are confirmed to align with amounts on the cheques and bank statements. Budget to Actual shows budgeted amounts, amounts actually collected/spent, and percentage of budgeted amount spent to date.
- CSST filing fees a little over-budget for the year (one-time charge). No other expenses really over-budget. Updates made to the website included in budget, about \$250. Normal deficit in Q1 because fee-levy money is not received until Q2.

5. General SAF updates

Nadra

- Last May SAF BoD and team met to discuss strategic directions, and began to plan four main goals determined by this meeting.
- Survey sent to membership regarding this, 25 people sent back feedback. Team meeting next Monday to look at results and discuss ideas on how to respond to these comments and suggestions, thinking concretely about how to implement strategies via events this year and also over the long-term. Email to come.
- Faculty of Arts and Sciences committed \$5,000 per year for three years (totalling \$15,000) to the sustainability awards. Awards launching in January, students can apply in March to support course or research projects.
- Project Coordinator job description revamped, sent out, application deadline in two days, almost 30 application in so far. After the deadline applications will be sent to the HR committee, and following their feedback two team members (Nadra and Tony) and ideally one BoD member will do interviews mid-November. Need BoD member to participate in the selection and interview process, email to come. Nadra and Tony will do pre-selection and send best applications to hiring committee.

7. Adjournment

Next BoD meeting to take place in first week of December. Doodle to come.

Motion to adjourn the meeting:

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

Meeting adjourned at 18h25