

# SAF Board of Directors Meeting Minutes

## Friday, October 6th, 2017

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

**(Acting as) Meeting Facilitator:** Mark Underwood (Sustainable Concordia)

**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)

Adrienne Murphy (GSA)

Mira Marhaba (ECA)

Vanessa Macri (Student-at-Large)

**Members Absent:**

Lucas Fraser (CASA)

Julia Couture-Glassco (Concordia Community)

FASA Rep (TBD)

CSU Council Rep (TBD)

**1. Welcome & introductions**

**2. Review & approval of agenda**

**Motion** for the to approve the agenda.

- Moved by: Alice
- Seconded by: Mira
- *Motion passed unanimously*

**2. Review & approval of past meeting minutes**

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

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

**3. Board roles & committees**

**Review of BoD roles:**

- Chair
- Vice-Chair

- Secretary
- Treasurer

**Review of five BoD committees:**

- (1) Special Projects Funding (reviews grant applications monthly)
- (2) Human Resources (reviews hiring processes, contracts, employee evaluations, etc.)
- (3) Governance (reviews bylaws, policy)
- (4) Finance (reviews finances monthly)
- (5) Marketing & Outreach (assists in promotion and communications)
- Looking for two BoD members per committee. Time commitments vary, with SPF committee being the greatest. BoD members may volunteer for the committee(s) of their choosing, as well as for one of the four special role on the BoD listed above.

**Sign up:**

- Mira - Finance committee
- Alice - Finance committee, **Secretary**
- Bianca - SPF committee, Governance committee
- Julia - HR committee
- Mark - **Chair**
- Adrienne - Outreach committee
- Vanessa - SPF committee, **Treasurer**
- Devon - Governance committee, **Vice Chair**

**4. SAF updates & financial updates**

**SAF updates from Nadra:**

- Orientation tabling completed. Particular outreach efforts put toward engaging engineering students; seems like more work is still needed to connect SAF's mandate and goals to that of engineering students.
- Strategic Directions document drafted with four main directions:
  - (1) enabling project autonomy, sustainable growth and long term success
  - (2) improving SAF's operation and organization, improving policy, staff experience, website, application process, impact analysis
  - (3) fostering inclusion, diversity, interdisciplinarity
  - (4) exploring campus as living laboratory for sustainability action, supporting sustainable curriculums through student-lead projects in classes, Dean is "committed" to assisting project (details to come)
- Out-out period ended (approximately 65 students / \$208 dollars — slightly more than last year).
- Training guides developed for each SAF employee position and employee manuals developed.

- SAF membership approved the proposed constitution amendments at AGM; a governance handbook will now be developed to more easily accommodate minor policy changes determined by the BoD

### **Financial updates from Ariel:**

(as of September 30th, 2017):

- Budgeted: \$105,000
- Allocated since June 1st, 2017: \$42,890.12
- Cancelled: \$485
- Remaining until June 1st, 2018: \$62,594.88
- New metrics breakdown applications by theme (e.g. community, education, energy, resources & technology, food, health & wellbeing, social justice, and waste) within shorter time periods (i.e. Summer, Fall, Spring); metrics include number of applications funded, amount requested and amount granted per application, total amount of funding allocated.
- Summer 2017 (June to September): More applications received and more projects funded than last summer, i.e. 11 applications and 9 funded projects in Summer 2017 compared to 6 applications and 5 funded projects in Summer 2016. Hoping this trend will continue.
- Most Summer 2017 applications categorized by social justice theme; average of \$3,000 allocated per project, this mostly consistent with last summer (about \$300 more given out this summer).
- Finance committee to build schedule together throughout the year: four SAF bank accounts to be examined collectively (2 internal Millennium accounts, 2 external Desjardins accounts).
- Finance committee will look at how much money was collected versus how much was spent by the organization per month, analyze opening and ending cash flow statements each month (from all accounts combined), making note of what each revenue and expenditure is.
- \$125k total collected by SAF so far this year (Fee-Levy revenue since June 1st, 2017).

Q: What are “cancelled funds”?

A: Projects with allocated funds leftover which are then reallocated into remaining funds for the BoD to distribute. Includes projects which expire after one year.

### **5. Project funding allocation (3)**

#### **Feminist Hip-Hop Event Series:**

Comments from absent members:

- Great theme, size of impact on campus is unclear, could use letter of support from organization that would receive donations, may involved many student organizations/

organizers, resourceful in seeking funding, preference to allocate money for venues over honorariums

Comments at meeting:

- **Q:** Does SAF fund honorariums? **A:** Yes, however some considerations include
  - The feasibility of sending out a large number of cheques (when applicable)
  - Is it worth it to give a large honorarium to one person?
  - What is the type of work being remunerated?
- **Q:** How does SAF confirm the honorariums it's invoiced for? **A:** The recipient is reviewed, a detailed invoice is received, the cheque would be paid and tax slips submitted at the end of the year (unless recipient operates a business with their work). Request can't be processed without a corresponding receipt or invoice.
- **Q:** Where is the venue located? **A:** In the Plateau, above rue Rachel on blvd Saint-Laurent.
- The venue is wheelchair accessible, accessible to neighbouring communities, but perhaps not to Concordia students? However there is a strong outreach strategy to increase impact on campus. No venue for the workshop portion specified yet, SAF could encourage the initiative to book a space on campus by offering to cover the cost of an on-campus venue for the workshop, (although it's specified that only about 25 people may attend workshop).
- **Q:** What is the ticket fee? **A:** \$7 PWYC (no one turned away).

**Motion** to allocate full funding (\$1,200) to Feminist Hip-Hop Event Series, provided the workshop venue is located on Concordia campus.

- Moved by: Mira
- Seconded by: Adrienne
- *Motion passed unanimously*

**Food Against Fascism (FAF):**

Comments from absent members:

- How to engage Concordia students? Can group ensure posters and flyers are printed on recycled paper? Works with many groups on campus. Requesting funding for various expenses— perhaps we should not fund the printing of posters and flyers.
- **Q:** Could they work with the Dish Project? **A:** The group has already purchased dishes of their own. Also an event held every week might not be a great fit for the Dish Project.

Comments at meeting:

- Posters and flyers is a lot of printing.
- SAF typically doesn't fund printing.
- **Q:** Winter is coming, will the event be held outside long-term or will it move indoors?

- **Q:** What does a typical month look like for them in terms of spending? Something to ask about. Get metrics from group to better understand their estimate.
- Note that a lot of their food is recuperated (sourced from dumpster diving).
- Transportation expenses include transporting food and reimbursing travel expenses for members who must cab downtown.
- This project stemmed out of Resist Trump (initiative previously funded by SAF). However it should be considered as a new, independent project.
- **Q:** Who are they receiving funding from right now? (Group doesn't accept donations).  
**A:** Volunteer time, free food, SAF funds from Resist Trump project. Multiple grants applications are pending reply.
- SAF funding will in-part be used to amp up outreach and get more reusable dishes (an expense that can be reimbursed retroactively).
- **Q:** Why is project asking less from SAF than from other funders?—Contingency planning? Perhaps SAF can fund all of the food costs so the initiative can rely on other granters to fund printing costs for outreach.
- SAF would like a break-down of where food cost estimate comes from.
- **Q:** What are we looking for in a more specific budget? **A:** Example of what food costs are for one month. Break-down of past event expenses, costs per quantity or per person.

**Motion** to allocate partial funding (\$1,750) to Food Against Fascism with the stipulations that SAF funding is not spent on printing (posters, flyers) or transportation, and that the initiative submit a revised application that provides a more thorough budget detailing their food expenses, at which time more funds may be allocated pending further review.

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

### **Social Economy Incubator:**

Comments from absent members:

- Interesting idea, budget should be more detailed, lots of honoraria and internships, a large sum asked of SAF for a pilot project, perhaps we need more time to look it over, lack of long-term sustainability strategies?

Comments at meeting:

- Great project, great idea, but it's worth considering that the past projects they highlighted (Hive, Co-op daycare, Reggie's, etc) were all long-term projects that first began developing outside of the CSU — has this project gone through a similar process and given sufficient consideration to detail?
- **Q:** How is the CSU engaged? How are they “critical” to the success of the project? What commitment have they offered? Core functions of the CSU, full-time staff at CSU (institutional memory) necessary to be onboard.

- **Q:** Fee-levy orgs have not been contacted yet (“orange flag”). What kind of institutional support is needed from these fee-levy groups?
- **Q:** Community stakeholders are key members of this project— is there evidence of this? Letters of support? **A:** Project has connections to Shift, D3, etc— says it will become partners in the “later” stages of the project because project is more interested in beginning autonomously.
- **Q:** What is the funding model for the long-term project? What is the seed money plan? Future revenue plan?—where’s the money coming from, solely the CSU?
- Timeline is confusing — ambitious and perhaps rushed, especially for a pilot project.
- **Q:** Are other funders confirmed? **A:** Other sources of revenue are unconfirmed (SAF is first application, others fall later in timeline).
- **Q:** Who’s running this—is the necessary experience there? Project needs greater relationship with stakeholders, including (and majorly) the university.
- **Q:** Are business students being engaged in this?
- CSU referendum in August 2015 approved project to use funding and resources
- Necessary to hear back from the CSU (SSAELC) and Student Endowment Fund about their funding commitments. Where is this on the CSU’s horizon?
- Concerned about budget for the workshop series; budget for workshop honorariums is 13K, perhaps be too high for a pilot project.

**Motion** to deny funding to Social Economy Incubator until the project is able to supply further information in a future application (i.e. answering SAF’s questions, providing a detailed response from the Student Endowment Fund and the SSAELC fund).

- Moved by: Devon
- Seconded by: Alice
- *Motion passed unanimously*

## 6. Other: SLACK & next BoD meeting

### **Slack:**

- Slack is a productivity/communication app that could potentially be used by the BoD committees.
- Not so much for scheduling meetings (email is preferred), but for brainstorming with committees, and perhaps also for polls and online voting. Not great for archiving/ storing documents, more useful for chatting and sharing ideas.
- Notifications and staying up-to-date may be an issue for some members, Facebook may be easier to see and respond to for some.
- **IN CONCLUSION:** To accommodate a variety of preferences, each committee may decided which program they prefer to use independently.

### **Next BoD meeting:**

- Doodle to come. Likely to be scheduled during the first week of November.

## 7. Adjournment

**Motion** to adjourn the meeting:

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

Meeting adjourned at 19h08