

# SAF Annual General Meeting Minutes

## Wednesday, October 2, 2019

**Meeting Time:** 17h00 - 20h00

**Meeting Chair:**

**SAF Overview Presentation:** Mark Underwood

**Metrics Presentation:** Olivia Champagne

**Budget Presentation:** Ariel Dabora

**Board Elections:** Mark Underwood

**Meeting Minute Taker:** Alexia McKindsey

### 1. Welcome and call to order

- Land recognition and welcoming statements given.
- Meeting called to order at 17h23.
- Review of tonight's voting procedure.

### 2. Approval of agenda

- Review of proposed 2019 AGM Agenda.

**Motion** for the assembly to approve the agenda as presented.

- Moved by: Kero
- Seconded by: Alex
- *Motion passed.*

### 3. Approval of the previous AGM minutes

- Review of the September 27th, 2018 AGM minutes.

**Motion** to approve the minutes of the 2018 Annual General Meeting.

- Moved by: Tara
- Seconded by: Jodie-Ann
- *Motion passed.*

### 4. Annual overview of the Sustainability Action Fund

#### **A Look Back on 2018-2019:**

- New staff member: Rebecca Black joined SAF in November replacing Justine.
- Changes to HR/Governance:
  - Increase offer ranges for new hires.
  - Increased CEO term from 2 years to 3 years + 1 for a more effectively functioning leadership and to strengthen SAF's structure
    - The additional year is optional depending on CEO's decision.
  - Began paying staff for forced time off in December.
  - Adopted a Staff Conflict of Interest Policy—for Staff level, as Board level currently exists.

- Adopted Psychological and Sexual Harassment Policy.
- Adopted Surplus Allocation Policy—now formally put in writing.
- Presentation/Overview by Rebecca
  - Rebecca’s tasks include: updating SAF’s website, managing social media accounts, general promotion and outreach.
  - Created a new application form.
    - Interactive PDF that can be filled in—simplified for applicants.
  - Second year of Sustainability Research Award.
    - Made a booklet showing all the award recipients.
- Sustainability Research Award:
  - Partnership with ASFA centred around a SAF audited curriculum project monitoring sustainability content in Concordia classes.
  - Findings found content is generally low, although is more present in higher level courses (300/400).
  - Initiative created a Major that will be in place in the next two years.
  - Will host research awards focused in sustainable action around campus in the meantime.
  - Applicants: 5 FAS (Grad. & Undergrad.), 1 ENCS, 1 JMSB, 2 FFA (Grad.).
  - Themes: Social Justice, Education & Research, Waste, Health & Wellbeing, Food Systems, Energy & Resources.
  - Funding provided by the Éric St-Pierre Sustainability Student Project Fund.
    - 3 ongoing project recipients funded this year.

## 5. Project metrics

- Key global averages for the 2018-2019 fiscal year:
  - 48 projects funded.
  - Average amount funded per project was \$2560.
  - Average amount of people engaged per project was 258 students and 6 faculty members.
  - Average cost to engage one student per project was \$6.
- Worked on institutionalizing metrics and recurring projects back to 2015.
  - Total amount of requested funding has increased by 41%.
  - SAF is receiving more applicants, bigger requests for funding, all while SAF’s funding budget remains the same.
- Question from a member:
  - Q: Why has the request for funding increased? Are there not enough alternative funding organizations?
  - A: Partly the reason; SAF’s name is also becoming more known and there has been increased awareness around sustainability. Another trend seen in applications are some projects who aren’t centrally focused on sustainability will apply targeting those specific aspects in their application.
- Annual Funding gap was 61% (funds that weren’t met out of the requested).
- Overview of total amount of funding requested from SAF:
  - 20 projects rejected for a request amount of \$91,596.
  - \$90,429 allocated in partial funding—biggest increase.
  - \$117,915 allocated for full funding.

- Overview and specifics of the themes of funded projects:
  - Food Systems category is lower as there are a lot of other funding opportunities available on campus.
  - Social Justice category high in reoccurring events and one time events.
  - Community category has the most reoccurring projects.
- Key event metrics for 2018-2019 (from statistics of 33 projects):
  - 99 events were funded.
  - 83 students were engaged on average per event.
  - 81 attendees were fed sustainability.
  - 125 expected to attend.
  - 132 attendees.
- Key artist metrics:
  - 390 artists were paid at a rate of \$130 per artist.
  - 74% of artists were POC or identified as part of the LGBTQ+ community.

#### Additional Updates:

- Living Labs at Bâtiment 7
  - Reclaimed building in Pointe-Saint-Charles collectively organized and taken over by surrounding community—16 projects collectively owned and operated currently exist within its structure (microbrewery, foundry, art school, etc.).
  - Created new project as opportunity for students to collaborate with Bâtiment 7 community to initiate projects based on sustainability .
  - Currently being funded through surplus.
  - Application is currently open—selection will be made at the end of this week.

## 6. Financial Review

### **About the SAF's finances:**

- Review SAF's cycle of financial controls.

### **Highlights of 2018-2019:**

- Went through first digital audit
  - Reduces paperwork and will make archives easily accessible for future purposes.
- Increased revenue sources
  - Mostly due to Research Awards and collaborations with Concordia.
- Increased transparency with Board Members; they can now access financial information.
- ~1.5k acquired in interest savings; subsequently given back to students.
- Overview of audited financial statements:
  - Revenues are split up by type (majority centred around fee-levies).
    - SAF saw an overall revenue growth.
    - Undergrad.—very stable; Grad.—7% increase.
    - Other contributors include a two year partnership with the Fine Arts Research award and the Éric St-Pierre Sustainability Student Project Fund.
  - Expenses

- Category primarily includes salary and fringe benefits; secondary elements include project allocations in two parts (current and future year).
- Remaining categories include research awards given out to students, operating expenses, events, outreach, internal projects and office expenses.
- Surplus of ~30k.
  - New funding sources and time frame of reimbursements for project allocations affect surplus.
  - Projects a deficit in coming year (partnership with Bâtiment 7 as main cause).
- Questions from the members:
  - Q: Clarification for amount of money approved for projects?
  - A: A project has a year to spend its allocated funds. SAF maintains a 60k commitment to projects who haven't spent their full funds, which, in that case we will followup with each individual project.
  - Q: Did the net income reduce? And was it as a result of the salary increase?
  - A: 33k vs 31k—this year the surplus affected the excess amount.

### **Roll-Over as of May 31, 2019:**

- Roll-Over balance at year-end May 31, 2019 is ~114k (unspent accumulated money over the years).
- Introduced new policies to govern how extra money should be saved, including a Contingency fund of ~40 k.
  - Never previously used for security measure, although some is now being allocated to other areas, such as Bâtiment 7 and project funding.

## 7. Presentation and approval of 2018-2019 proposed budget

### **Presentation of the operating budget for this year, June 1st 2018 to May 31st 2019:**

- The full operating budget as presented may be viewed online on SAF's website at <http://www.safconcordia.ca> (About - Reports - Budgets) or can be emailed to members present at the AGM.
- Review of financial breakdown by semester (Summer, Fall, Winter):
  - Fall numbers are accurate with fee-levies received in September.
  - Project funding: \$128 500.
    - If a project cancels funding from prior year, SAF relocates those funds to the present year.
  - Payroll: \$81 865.
    - ~\$17 per hour.
    - CEO as only full time employee.
  - Expenses: \$18 703.
  - Rollover: ~\$114k.
  - Total projected revenues: \$229 068 (~20k Summer, ~76k Fall, ~112k Winter).

**Motion** to approve the operating budget for June 1st 2019, to May 31st 2020.

- Moved by: Urstine
- Seconded by: Emma
- *Motion passed.*

## 8. Finance Auditor

- Current financial auditor: Ron Amstutz Inc.
- Audit firm, Ron Amstutz Inc. is completely independent from SAF and does hundreds of audits for non-profits in Montreal.

**Motion** to re-approve the Financial Auditor, Ron Amstutz Inc.:

- Moved by: Marin
- Seconded by: Tara
- Motion approved.*

## 9. Presentation and ratification of new Board of Directors

- Presentation of CSU Exec, ASFA, CASA, FASA, and SC appointments.
- Three members are currently running for two seats in the Student-at-Large and Graduate Student Association category.

**Motion** to ratify the SAF Board of Directors 2019-20 appointments as presented.

- Moved by: Jodie-Ann
- Seconded by: Stefan
- *Motion passed; one abstention.*

- Presentation of **Roy Singer-Shay, Student Union Councillor**
- Biochemistry student; volunteers at a free-lunch program at Loyola campus and is interested in seeing more sustainable community driven projects at Loyola.

**Motion** to appoint Roy Singer-Shay to the SAF BoD.

- Moved by: Emma
- Seconded by: Tara
- *Motion passed.*

- Presentation of **Julien Golbagh, Engineering & Computer Science Candidate**
- Unfortunately couldn't make it to the meeting, but prepared a thoughtful statement read out by Mark: Third year mechanical engineering student; wants to join SAF to help fund exciting sustainable projects and initiatives and hopes to offer an engineering perspective in decision making processes.

**Motion** to appoint Julien Golbagh to the SAF BoD.

- Moved by: (Name missing)
- Seconded by: Jodie-Ann
- *Motion passed.*

- Presentation of **Emma Campbell, Community Member Candidate**
- Holds a BA in Human Environment; currently works for Urban Seedling and was on SAF's BoD this past year and loved it!

**Motion** to appoint Emma Campbell to the SAF BoD.

- Moved by: Tara
- Seconded by: Roy
- *Motion passed.*

- Presentation of **Malo Gueguen, Student-at-Large Candidate**
- Fourth year economics student; worked with Mark two years ago researching feasibility of funding sustainability initiatives, worked on a research project reducing green house emissions in past, wants to join SAF's BoD because he finds funding student projects working in sustainability important.

**Motion** to appoint Malo Gueguen to the SAF BoD.

- Moved by: Marin
- Seconded by: Tara
- *Motion passed.*

### **Presentation of Student-at-Large and Graduate Student Association Candidates (3):**

- Presentation of **Kerstyn Lane, Student-at-Large and GSA Candidate**
- Sociology/Anthropology (MA); missed the rest of your bio, so sorry!
- Presentation of **Krista Jäger, Student-at-Large and GSA Candidate**
- Biology (MA); co-founded the Student Union's Farmers Market and currently trying to incorporate sustainability into her lab based research. Krista is new to Montreal & new to sustainability on campus but excited to get involved!
- Presentation of **Stefan Hodges, Student-at-Large and GSA Candidate**
- Geography (MA); interested and focused on affordable and sustainable housing. Stefan was initially involved in climate justice organizing.

### **Proceed to closed ballot vote for the Student-at-Large and Graduate Student Association Candidates:**

- Results of vote:
  - Krista Jäger is elected as the Graduate Student Association Candidate!
  - Stefan Hodges is elected as the Student-at-Large Candidate!
- **Quick presentation by CURE:**
  - CURE is a fee-levy funded group currently working on a project with SAF focusing on mental health within POC communities—SAF has been a huge help with grant funding!
  - Building up website for public use.

- Question from the members:
  - Q: Will roadmap be formed in the US as well?
  - A: CURE is trying their best to document a data model that can respond to a wide range of needs—goal is to be nationwide and accessible to everyone.
- CURE invites members to sign up to their newsletter, attend their upcoming AGM and would like to get contact info from non-fee levy funded groups.

Representing	Representative
Concordia Student Union Executive	Marin Algattus
Concordia Student Union Councillor	Roy Singer-Shay
Arts & Science Federation of Association	Maryam El Hebri
Commerce and Administration Students' Association	Jordan Landers
Fine Arts Student Alliance	Katherine Parthimos
Graduate Student Association	Stefan Hodges
Engineering and Computer Science Association	Julien Golbagh
Sustainable Concordia	Tara McGowan-Ross
Concordia Community	Emma Campbell
Student-at-Large	Krista Jäger
Student-at-Large	Malo Gueguen

## 9. Closing remarks and adjournment

**Motion** to adjourn the meeting.

- Moved by: Tara
- Second: Jodie-Ann
- *Motion passed wholeheartedly.*

Meeting adjourned at 19h06.