

# SAF Board of Directors Meeting Minutes

Wednesday, March 25<sup>th</sup>, 2020

[ONLINE]

**Meeting Time:** 18:00—20:00

**Meeting Facilitator:** Timir Baran Roy

**Meeting Minute Taker:** Alexia McKindsey

## Members in attendance:

Sebastián Di Poi (SAF)

Oliva Champagne (SAF)

Emma Campbell (Concordia Community)

Krista Jäger (GSA)

Jordan Landers (CASA)

Katherine Parthimos (FASA)

Malo Gueguen (Student-at-large)

Brett Cox (SC)

Rebecca Black (SAF)

Julien Golbaghi (ECA)

Roy Singer-Shay (CSU Council)

## Members absent:

Ariel Dabora (SAF)

Maryam El Hebri (ASFA)

Stefan Hodges (Student-at-large)

Marin Algattus (CSU Executive)

## 1. Call to Order, Land Acknowledgement & Chair's Remarks

- Timir reads land acknowledgment.
- Exceptional circumstances given COVID-19 developments—Board meetings will continue online until further notice.

## 2. Review and Approval of Minutes

**Motion** to approve the February 18th, 2020 meeting minutes:

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

## 3. Review and Adoption of Agenda

**Motion** to adopt the agenda:

- Moved by: Emma
- Seconded by: [Name missing]
- *Motion passed.*

#### 4. **SAF General Updates**

##### **a. Finance Update**

- Ariel is not present—will move on.

##### **b. Support for CFC's food basket**

- Concordia Food Coalition is delivering food baskets to people in need during this quarantine period.
- SAF wants to support them and will be meeting with their organizers on Friday to see how we can help them
  - Help could come in the form of funds, people power, providing vehicles, etc.
  - Will reach out to Board with update after Friday's meeting.
- Since this is a case of emergency, SAF's funding them will not go through regular project funding protocols.

##### **c. Matching Living Lab funds with Concordia**

- Looking into fulfilling SAF's strategic directions—funding is coming from sustainable advisory committee.
  - Idea of funding a Living Lab framework—SAF has past experience (Bâtiment 7 collaboration).

*Katherine joins meeting at 6:14 pm.*

- \$60,000 going into supporting Living Lab projects.
- This will include an addition of a faculty/staff member to the Board of Directors to help in evaluating these projects.
- This would fulfill SAF's strategic directions—numbers haven't been finalized yet but we have been given the go ahead.
- Will keep Board in the loop—the next month and a half will affect SAF's budget.

##### **d. SRAs**

- SRA's have been cancelled, although SAF is still moving forward with research proposals.

- Received 26 applications.
  - Most applications SAF has ever received—SAF received 15 last time.
  - Success is thanks to Rebecca’s hard work!

5. **Committee Updates**

**a. HR**

- Looked into Governance handbook concerning online meetings—no current policy in place for conducting online Board meetings.
- HR meeting was held today and SAF will add in a new procedure for online meetings.

**b. SPC**

- Review of Project by Expenses excel document—reallocated 4 projects.
- Currently allocated ~\$88,000; ~\$24,000 in allocation funds remaining.
  - \$19,000 has been spent from projects this year out of the \$88,000.
- Fiscal year closes around June 2020.
- Projects at risk of cancellation for COVID-19 related reasons are highlighted—expecting a lot of revision requests.
- There are currently 8 completed projects that haven’t spent full funding amount—Olivia will reach out to them.

**c. Fincomm**

- Ariel is not present—will move on.

**d. Marketing/Outreach**

i. Hiring

- Hiring will be extended.

6. **Project Funding Allocation (12)**

- ~\$24,000 left to allocate (\$38,776.41 being requested this month).

**Project 1: Screening (No Crying at the Dinner Table)**

- Requesting \$650.
- SPC approved full funding.

- Potentially affected by COVID-19.
- Presented by Malo.
- Project consists of a short film SAF funded last year.
- Project is asking for half of their total budget.
- SPC generally enjoyed the project and film—thought it was a great Concordia initiative.
- Project event date has been pushed back by a month—April 20<sup>th</sup> was the original date.
- Q (Emma): Is the funding request for the actual filming? A: Yes, in the past they won some festival awards, did a screening in Toronto which was a huge success—wants to do the same in Montreal this time.
- Film thematics deal with Vietnamese immigration and diaspora, healing from war, culture and trauma.
- Emma: We should address how we will approach funding of projects who are going to be affected by COVID-19.
- Q (Emma): Was there any projects that reached out given the circumstances?
  - A (Olivia): Everyone was under the assumption that Concordia was going to open in April—other off campus projects may not happen either.
  - A (Rebecca): In terms of making decisions, we should make decisions based on the project and not the circumstance—projects will postpone accordingly anyways.
  - A (Seb): Agrees. We don't want to speculate and we should assume that they will still try to postpone their project if needed—any funding decision we make will still apply in the future.
- Q (Emma): How are we going to follow up on how the funding is used? A (Seb): We wouldn't be giving them money until the project happens—all funding allocations happen via a process of reimbursement.
- Q (Emma): What if they can only spend the amount in the next fiscal year? A (Olivia): We have processes in place to address this (project revision requests).
  - The Project by Expenses excel document shows a record of past fiscal years—we keep track of cases like this.
  - Seb: It's common that we get reimbursement requests from previous fiscal years.

## **Project 2: Midnight Kitchen Event**

- Requesting \$904.41.
- SPC denied funding.
- Potentially affected by COVID-19.
- Presented by Brett.

- SPC thought the project was cool—is collaborating with people in SAFs network such as People’s Potatoes, QPRIG, etc.
- Project is happening off campus and therefore SPC didn’t feel like there was a strong connection to a culture of sustainability at Concordia.
- SPC asked them to apply with a more detailed plan (including elaboration on their dissemination of knowledge tactics).

### **Project 3: Infinite**

- Requesting \$1,000.
- SPC denied funding.
- Not affected by COVID-19.
- Presented by Julien.
- Project consists of an exhibition showcasing a variety of projects from the Department of Design & Computation Arts—taking place in Mile End.
- Asking for \$1,000 out of their total \$7,000 budget.
  - Amount will be used towards sustainable catalogues, tote bags and t-shirts.
- SPC found inconsistencies in their budget and the exhibition was not related to sustainable causes.
  - Seb: Content of exhibition had nothing to do with sustainability.

### **Project 4: CASA Cares**

- Requesting \$1,000.
- SPC denied funding.
- Project is affected by COVID-19.
- Presented by Malo.
- Project consists of an annual fashion show put on by CASA—all proceeds are donated to the Montreal Children’s Hospital.
- Project has applied for funding in previous years.
  - Olivia: Mostly consisted of cheerleader funding and trying to appear more sustainable than they actually are.
- Project didn’t attach a budget—further proves greenwashing.
- The event was ultimately cancelled and SPC denied as a result.

### **Project 5: Energy Harvesting**

- Requesting \$1,000.

- SPC approved full funding.
- Not affected by COVID-19.
- Presented by Julien.
- Project consists of a six month research project revolving around ultra-low energy harvesting from renewable biological resources such as algae and anaerobic mud—to counteract environmental damage caused by electronic batteries.
- Funds received will be used towards sustainable laboratory material.
- SPC liked this ambitious project, although felt that it may not have the potential to replace known energy sources.
  - Good step for major future research.
- Seb: Energy could be used towards a battery to power and monitor the health of an ecosystem.

### **Project 6: Interstice**

- Requesting \$1,150.
- SPC approved full funding.
- Potentially affected by COVID-19.
- Presented by Brett.
- Project applied last month and consists of a Master of Design research exhibition.
- Olivia met with their project leader and inquired about wood sourced off the island of Montreal
  - Project explained all other sources were booked and they were forced off island, but the place is a hub for student engagement.
- Project greatly adapted their bigger picture section—especially in terms of how their themes connect to SAF’s vision.
- SPC thought it was a good project and they did a good revision of their application.

### **Project 7: Galapagos Project**

- Requesting \$2,100.
- SPC recommended to deny funding.
- Potentially affected by COVID-19.
- Presented by Malo.
- Project consists of a group of students travelling to Galapagos for a research project.
- Olivia mentioned in SPC that SAF previously denied funding for a biology student Haiti trip.
- Brett, Juliana and [Malo] found that the project didn’t have a clear link to sustainability.

- Emma: Agrees with not funding the project based on the last research project we denied funding.

**Motion** to deny funding to Galapagos Project.

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

### **Project 8: Trout Lily Theatre**

- Requesting \$1,700.
- SPC recommended to deny funding and to re-evaluate with more information.
- Potentially affected by COVID-19.
- Presented by Seb.
- Project consists of a theatre collective covering lots of topics.
- Project engages in tree planting to render their project carbon neutral.
- They are sustainably focused, but seemed like a theatre collective asking for startup money.
- No strong tie to Concordia at all—only clear link was to Art Matters which was cancelled due to COVID-19.
- Olivia asked them about their engagement in Concordia and Art Matters
  - They were scheduled as a performance in the festival the night before it shutdown, project wants to host poetry nights, dinners—seems like they are dedicated to involvement in and around Concordia.
- Seb: SPC recommended that they reapply next month.
- Q (Malo): Seems like they would want to make it sound like they are more engaged in Concordia than they actually are. A (Olivia): We have to take them by their word—from one of their emails they mentioned their longterm goal was to create a rehearsal space at Loyola.
- Q (Seb): Was that in response to what the SPC said? A (Olivia): Pulls email on screen.
- Board expresses concern over project not being part of Concordia's community.
- Malo: We should ask them to reapply with proof that they are part of the community.
- Seb: We should also see that they have a concrete plan—demonstrative efforts to ensure that they would be a safe project to fund.
- Q (Katherine): Would it be efficient for them to reapply if we'll receive the same information? A (Seb): Seems like this was a response to their involvement with Art Matters—their actual project may be different.
- Q (Roy): Should we ask them to reapply next month or the next fiscal year? A (Seb): Decision is up to them and what would be feasible for them to do in the next month or two.

**Motion** to deny funding to Trout Lily Theatre and have them resubmit and reformat their application and events accordingly.

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

### **Project 9: Unsettling**

- Requesting \$3,000.
- Application withdrawn.
- Project is not affected by COVID-19.
- Project withdrew their application based on the information the SPC requested.
  
- *Project tabled.*

### **Project 10: Conscious Flyer**

- Requesting \$3,480.
- SPC recommended to deny funding and to inquire as to whether or not the event is cancelled.
- Project is affected by COVID-19.
- Presented by Seb.
- SAF has previously allocated \$400 to the project—applied a couple of months back and requested funding for three separate parts of the project, in which SAF funded the first part and now they are applying for funding for the second part.
- Board previously didn't want to pay for the offset flights itself and instead wanted to fund the actual education of the event (especially for international students).
- One thing to mention is that the project is not a student organization—they target students and project may not be entirely transparent (budget is incomplete).
- SPC recommended to deny especially given COVID-19.
- Updated budget and letter addressing COVID-19 is in the project folder.
  - Event is being deferred to September 4th.
- SAF was previously under the impression that the project was funding a part of the event themselves, but in actuality, they want SAF to fund the whole event—not ideal.
- Q (Roy): Are they offering flights as a prize? A (Olivia): Yes, it's an educational event and there will be a draw or challenge in which the offsets are prizes.
- Rebecca: Would be nice to have them educate the broader population about this—difficult because we funded some of the project in the past.



- Malo has a conflict of interest—used to volunteer with the project, but he can't speak to how they work now.
- Almost unprecedented that a nonprofit organization would ask SAF to fund 100% of their event.
- Malo: Not sure what they are doing now and why they are requesting full funding of the event
  - Thinks the three offsets are from a previous draw and not for this actual event—this event consists of a celebration for the winners.
  - Olivia: Project is asking us to fund more offsets for the event.
- The facilities are in LA but you can offset anywhere in the world.
- Emma: Offsets can do more harm than good, depending on how you offset.
  - Seb: One of the ways they offset is through tree planting.
  - Emma: Tree planting is the one that does more harm depending on how you plant—monoculture of trees.
- Rebecca: Shocked that we funded this the first time as SAF tries to stay away from travel projects—written in our mandate.
- Seb: Agrees, but our reason for initially funding this project was for the educational component and not the travel.
- Rebecca: Contention on our social media around project—we've gotten comments about the project only targeting international students and not everyone.

**Motion** to deny funding to Conscious Flyer.

- Moved by: Emma
- Seconded by: Krista
- *Motion passed*; Malo abstains.

### **Project 11: Ramadan**

- Requesting \$10,000.
- SPC recommended to deny or partially fund.
- Project is potentially affected by COVID-19.
- Presented by Malo.
- Project looking to fund Ramadan dinners on campus for students.
- Project doesn't have a strong tie to sustainability, but is socially sustainable.
- SPC was unsure of a recommendation—Brett was for partially funding, but ultimately wanted to leave the decision up to the Board.

- Olivia: Didn't seem like the project was partnering with resources available (People's Potatoes, Mother Hubbard's Cupboards)—had to recommend they use those resources.
- Project hasn't confirmed cancellation, but now that the University is closed until the Summer, it essentially can't happen on campus.

**Motion** to deny funding to Ramadan.

- Moved by: Katherine
- Seconded by: Jordan
- *Motion passed.*

### **Project 12: Mind Heart Mouth**

- Requesting \$15,792.
- SPC recommended partial funding.
- Project is not affected by COVID-19.
- Presented by Seb.
- SAF has funded this project in the past and it won the Eric St-Pierre award last year—they are now increasing the scale of the project.
- SAF loves the project, but they are asking for a lot of funding.
- The project made their honorariums in line with what SAF pays staff and they are asking SAF to fund 80% of project.
  - Could be asking for too much based on what we have left in our budget.
  - Partial funding recommendation does not include an exact amount because honorariums make up the bulk of the funding request.
- Emma has a potential conflict of interest—has a job at Urban Seedling, where project organizer would come in frequently, received funding from Concordia Food Coalition.
  - Mutual agreement to let Emma participate in conversation but abstain from the vote.
- Q (Rebecca): Does this project fit under the Living Lab scope? A (Seb): Yes.
- Q (Rebecca): Have they asked for big funding requests in the past? A (Olivia): Yes, this would be for a facilities management position, and the large ask is mostly because of its ongoing nature.
- Q (Roy): If we do partial fund this project, where would we be taking money from? Would we be taking away it away from the wages or other things—seems like most of the ask is for funding labour. A (Seb): Yes, \$13,000 out of the \$15,000 is for labour—they are not able to lower their wage; perhaps we can choose one of honorariums out of the year.

- Seb: Recommends to fund some of the earlier work they're going to do so they will have more time to secure funds for later periods—at a rate that is not less than the wages they asked for.
- Emma: Based on the amount of time [project applicant] spent at urban seedling, Spring and harvest are very busy times—Harvest time tends to have more student volunteers.
- Q (Rebecca): Are people hesitating because the ask is too large and we don't have a lot of money left or because we don't like the project as much?
- Seb: Project does contribute to a culture of sustainability at Concordia.
- Malo: We only have \$24,000 left in funding.
- Krista and Roy has no problem with funding the entire project.
- Roy: If we partial fund the project, the March and April labour should be a priority.
- Katherine: Agrees and would like to fund the project—partially for March/April or all of it.
- Seb: \$3,600 of funding request is for seeds, fertilizer, etc.
- Q (Roy): Has SAF ever received a project like this before? A: (Olivia) We've funded the Greenhouse for about \$12,000 two years ago to get their roof insulation done, \$8,000-9,000 for SHED and funded CUCCR's reusable tool library.
  - These were all big spending projects with a long term impact.
  - Difference with this project is that it is not a longterm investment and if we fund them now, we may see their application again next year and SAF could end up lobbying with facilities management to provide ongoing funding for the project.
  - Helping the project this year would help foster their relationship with Concordia staff and administration.
- Seb: We want to fund projects that foster a culture of sustainability at Concordia, but we also want to fund successful projects—should keep in consideration that this project was so successful last year that they are trying to scale up and have been trying to institutionalize themselves within Concordia
  - Will ultimately make ties stronger and potentially secure future funding from Concordia.
  - Clear indication that project is pushing forward a culture of sustainability at Concordia.
- Rebecca: It is more possible to grow things at Loyola than downtown.
- Q (Roy): Seems like we all want to fund the project, is this just a matter of how much? A: We can fund the entire request.

**Motion** to allocate full funding to Mind Heart Mouth.

- Moved by: Roy
- Seconded by: Jordan
- *Motion passed*; Emma and Julien abstains.

**Funded \$18,592 worth of projects this month— ~\$5,408 remaining in allocations budget.**

## 7. Community Announcements & Ancillary Items

### a. **Residence update - 100 students taking in residence**

- No update from Marin, last news came from President Carr.
  - Rebecca: CSU is doing a lot of work on this issue
- Graham Carr made announcement that students would ultimately be allowed to stay if needed—housing and feeling about 100 students currently.
- CSU is still doing outreach and seeing if students can get compensation as opposed to refunds.

### b. **How can we support students during this time?**

- Encourages Board to keep SAF updated about current events and how SAF can offer help.
- SAF funded Concordia Food Coalition's food basket initiative.
- If SAF can stay tuned in to what students may be needing at this time that would be great!
- Seb: Extends thanks to everyone for their participation and for their speed of response when COVID-19 and residency circumstances came out—speaks to the engagement of board members and that efficiency will be good to have for the evolving situation at hand.
- Little reminder to be mindful of who you're cc'ing in emails!
- SAF's internal project budget line is robust—if there's funding to be given out to help students thought his time, SAF has the capacity to support.

## 3. Adjournment

**Motion** to adjourn meeting.

- Moved by: Emma
- Seconded by: Roy
- *Meeting adjourned at 7:41 pm.*