

SAF Board of Directors Meeting Minutes

Thursday, May 28th, 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)
Ariel Dabora (SAF)
Rebecca Black (SAF)
Emma Campbell (Concordia Community)
Stefan Hodges (Student-at-large)
Krista Jäger (GSA)
Jordan Landers (CASA)
Brett Cox (SC)
Roy Singer-Shay (CSU Council)

Members absent:

Maryam El Hebri (ASFA)
Marin Algattus (CSU Executive)
Katherine Parthimos (FASA)
Malo Gueguen (Student-at-large)
Julien Golbaghi (ECA)

1. Call to Order & Land Acknowledgement

- Timir reads land acknowledgement.
- Quorum was not met for this meeting—all motions and voting to occur in this meeting will be postponed until next month's meeting where they will need to be formally approved.

2. Review and Approval of Minutes

Approval of the April 30th, 2020 meeting minutes will occur in next month's meeting.

3. Review and Adoption of Agenda

Adoption of the May 28th, 2020 agenda will occur in next month's meeting.

4. SAF General Updates

a. Finance Update

i. Review of 2020/21 Budget

- This week marks the end of the fiscal year—SAF will be closing the books and planning for the upcoming fiscal year (June 1, 2020 - May 31, 2021).
- Currently working on forecasting the inflows and outflows for next year to help with planning for the next year.
- Ariel has put together a 2020/2021 draft budget and presentation for the Board to review.
- The operation budget is now organized by semester (Summer, Fall, Winter)—historically SAF would only show yearly totals.
- This budget will be reviewed in today’s meeting and will be eventually presented in the AGM for approval.
 - SAF needs to ensure we are going in to June 1st with a budget that’s been reviewed by the Board first.
- Revenues:
 - Typically Undergraduate and Graduate fee-levy revenues are predictable, however, this year will vary.
 - Projecting a 12.5% reduction in enrolment.
 - This is the first year SAF is projecting such a big decline.
 - This amount is conservative and was validated through different stakeholders in the university
 - Projecting \$185,280 in fee-levy revenues for this upcoming year—\$211,297 was acquired in 2019-2020.
 - Opt-outs haven’t gone online yet—may not affect numbers too much.
 - Olivia: The engineering department will be contributing to the Research Awards.
 - They were really happy with the work that SAF has been doing.
 - Not sure of amount but will be around \$3,000.
 - Arts and Sciences wasn’t able to commit due to financial fears, but hopefully the funding coming from Fine Arts and Engineering will be an incentive for Arts and Sciences to join in at some point
 - A meeting with JMSB has been set up—waiting to see if they will be able to fund as well.
 - Other areas of revenue include measures taken to diversify away from fee-levies.
 - Track record and KPI’s shows impact on a meaningful level in order to empower these discussions with different departments.
 - Living labs are currently the largest partnership with the University—should be approved soon.
 - University will match \$40,000 towards project funding.
 - Those funds will come from sustainability envelope (many sources) in order to meet the needs of the sustainability plan.
 - Sustainability draft plan objectives include linking students and professors, operations and facilities with more institutional support.

- Evaluation guide index development consists of a committee that has board representatives from SAF and operations committee—the role the SPC will play in this will be developed over the course of the Summer.
- Goal for 2020-2021 is to raise \$55,000 in University funding.
- Action items were assigned to everyone in the finance committee when working on the budget.
- Five year goal would be to continue in this direction—fee-levy revenues will remain in this range and partnerships will allow us to expand SAF’s income.
- Expenses:
 - Looking at resources available and funds spent towards each budget line—SAF needs to be accountable as an organization to ensure their funds are being spent.
 - Q (Olivia): why is Bâtiment 7 a positive expense? A (Ariel): That amount is an error—has since been fixed.
 - The bulk of SAF’s funds goes back into project funding.
 - Living labs: \$72,000 allocated.
 - Project funding: \$60,000 allocated.
 - Makes for a total of \$132,000 of funding put towards student led projects.
 - The percentage of SAF’s income spent on project funding/student engagement is 68.8%.
 - Complexity in this year’s budget: an extra \$10,000 was allocated to SAF coordinators for extra hours worked.
 - Payroll: increased Project and Outreach Coordinator by \$8,000—due to additional hours taken on.
 - Cost of having employees: 10% of wages.
 - Payroll: 40% of total revenues.
 - Others expenses:
 - Some expense types were affected due to COVID-19 (food for meeting as an example).
 - If a budget line isn’t used, the Board has to decide whether it should be moved forward to the next fiscal year or reallocated to another line that needs it more.
 - Typically these amounts will be reallocated towards project funding.
 - Board insurance: for liability purposes—protects Board members from being held liable for issues or infractions that may occur through the organization or coordinators.
 - Year end audit: happens in the Summer (August/September) by a local accounting firm that works with many non-profits in the city.
 - Employee phone/internet plan coverage—in light of recent circumstances.
- Deficit:
 - Supposed to be equivalent to our decrease in revenue—typically an \$8,000 deficit.
 - Amount is caused by reduced enrolment—SAF was conservative in calculating this fee-levy decrease to help budget accordingly.

- Net income/deficit: \$42,886
 - Not super sustainable but that amount seems to be incorrect due to the error found before with Bâtiment 7.
 - Deficit was not previous that high.
- We can vote on the budget in the next meeting once the Board members have had time to review it.
- Reach out to Ariel with any questions!
 - Ariel will do a final review before ratifying the budget next meeting—this will not consist of an official approval; the official approval can only occur in the AGM.

b. Other Updates

c. Strategic Directions Quiz/Survey

i. BoD Appreciation!

- Thank you to everyone who filled out the quiz/survey.
- SAF will use the funding typically allocated towards meeting food to send a produce box from Panier Québécois to each Board member and supporting staff as a token of appreciating the Board.
- SAF will order them next week to be sent to the addresses listed in the Google Drive contact list.
- Highest scores from the quiz/survey came from Jordan and Katherine.

5. Committee Updates

a. HR

- No updates.

b. SPC

- No projects received this month—SPC instead reviewed the KPI's and discussed the idea of doing a callout for projects to let the community know what kind of projects SAF is currently looking for.
- Had a good brainstorming session—will hear about it more in next month's meeting.
 - Board members could see something related to this next week.

c. Fincomm

- No updates.

d. Marketing/Outreach

- Rebecca will be working on callout for applications and trying to get a newsletter out.
 - New need for sending out a newsletter given the current circumstances—will consist of a blog style format.
- Looking to calling for projects that could exist in a physically distanced world in the Summer and Fall.
- Looking towards implementation of living labs in this context as well.

6. KPI Presentation

- Olivia presents preliminary report for 2019-2020 (according to a five year trend).
- Five year trend of funding gap:
 - Consists of the difference between how much projects request and how much SAF allocates.
 - The trend for last year was significantly higher and has since evened out.
 - The last five years has consisted of an upwards linear trend—good news, because we are receiving more revenues and those revenues need to be spent accordingly.
 - Amounts fluctuate year after year.
- Quantity of applicants:
 - Helps justify funding gap numbers.
 - Big jump from 2015 (45 applicants) to this year (70 applicants).
 - SAF has been funding more projects.
 - 2016 as skew year—received a few projects asking for very large amounts of funding.
- Average amount allocated:
 - Decreased over five year period.
- Average amount requested from rejected applicants:
 - Decreased over five year period.
 - Interesting findings—could be due to SAF’s higher standards and rejecting smaller applications.
- Type of dishwasher used by projects:
 - Dish Project: 37% (20% increase from last KPI).
 - Olivia has been actively encouraging projects to use the Dish Project.
 - Compostable: 16%
 - Plastic: 21%
 - Paper :10%
 - None: 16%
- COVID-19 related metrics:
 - Type of project applications received in 2019-2020:
 - 27% ongoing projects (Ex: CUCCR)
 - 31% recurring events (Ex: UZURI Gala)
 - 42% one time events (Ex: Baby stroller capstone)
 - SAF is expecting to see a decrease in one time events in the future.

- Seb: We could see a decrease in projects generally—would make sense to have more funding allocated to long standing projects (such as the living labs).
- Q (Emma): Have the ongoing projects contacted [Olivia] as to how they plan on mitigating the COVID-19 situation? Especially for projects we've funded? A (Olivia): At the SPC meeting we discussed the increase in project revision requests received—~20% have confirmed they don't want their funding anymore; ~20% haven't responded/figured out what they want to do with their funds.
 - Seb: There are projects that have also chosen to defer their funding to next year—VA courtyard project with the Research Awards has recently told us they will postpone the project to next year.
- Project expenses in 2019-2020
 - Materials: 21%
 - Venue costs: 16% (large amounts)
 - Honorariums: 27% (many small amounts)
 - Professional services: 12% (website/translation services)
 - Food: 18%
 - Marketing: 1% (Facebook ads)
 - Printing: 5% (catalogues/booklets)
 - All expenses could be affected given COVID-19, with venue and food expenses seeing the largest decrease.

7. Project Funding Allocation (No Project applications submitted)

- No project funding applications received this month.
- Olivia: It is typical for there to be a decrease in May—peak months for receiving applications occur in October and February.
 - Receiving no applications in a month is not unprecedented—this happened two years ago as well.

8. Community Announcements & Ancillary Items

- No announcements—stay cool and hydrated!

9. Adjournment

Adjournment of the May 28th, 2020 meeting will occur in next month's meeting.

- Meeting ended at 7:10 pm.