

# SAF Board of Directors Meeting Minutes

Thursday, June 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)  
Ariel Dabora (SAF)  
Rebecca Black (SAF)  
Emma Campbell (Concordia Community)  
Stefan Hodges (Student-at-large)  
Krista Jäger (GSA)  
Brett Cox (SC)  
Katherine Parthimos (FASA)

## Members absent:

Jordan Landers (CASA)  
Roy Singer-Shay (CSU Council)  
Julien Golbaghi (ECA)  
Malo Gueguen (Student-at-large)  
Marin Algattus (CSU Executive)  
Maryam El Hebri (ASFA)

## 1. Call to Order & Land Acknowledgement

- Timir reads land acknowledgement.

## 2. Review and Approval of Minutes

**Motion** to approve the May 28<sup>th</sup>, 2020 meeting minutes:

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

## 3. Review and Adoption of Agenda

**Motion** to approve the June 25<sup>th</sup>, 2020 agenda:

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

4. **SAF General Updates**

**a. Finance Update**

i. [Review of 2020/21 Budget](#)

- Fincomm met to discuss fee-levy revenue assumptions.
  - Summer fee-levies & enrolment went up slightly—initially expected a decrease.
  - Now predicting the Fall and Winter fee-levy revenues won't decrease by 10%—seems like they will be more in line with the last fiscal year (2% decrease).
  - Other revenue sources are locked in—Living Labs are just about to be confirmed.
- 2020/21 Budget Presentation:
  - 2020/21 budget will be presented and voted on for approval at SAF's AGM.
- Overall projected fee-levy revenues: \$212,543.
- Opt-outs for the Summer have been running online due to the circumstances surrounding COVID-19—reimbursements have been effectuated through Concordia accounts.
  - Projecting \$2,147 in fee-levy opt-outs (1% of overall fee-levy revenues)—could increase.
  - Seb: FLAC set up a presentation for the Concordia Council advocating against creating an ongoing online opt-out system and was turned down—there will be an online op-out system set up through MyConcordia or another software.
    - This is creating a lot of fear amongst fee levy groups; fee-levy revenues are very important to SAF—the Council is not favourable of fee-levy groups.
    - Recent controversies have surfaced and raised concerns that some councillors may not be fit for their position—a movement seems to be encouraging a call for the resignation of some councillors.

- Examples include certain opinions expressed in meetings and lack of support for the Black Lives Matter movement and the initiatives that have been proposed for implementation on campus.
- A CSU exec. supports delaying the implementation of this online opt-out system, although the opt-out system could be in place for Fall—good time to push against this and get more people in favour of the delay as the bi-elections for Council seats approaches.
- Emma: Gets the impression from the FLAC meetings that people are burnt out and fed up with this process.
- SAF will need people to help from Board members and staff when it comes to the bi-elections—online opt-outs could seriously affect SAF and other fee-levy group's future.
- Ariel: We've budgeted a 1% loss of fee-levy revenues from opt-outs—SAF sent electronic payments from our bank to student's accounts over the Summer.
- Living Labs university contribution: \$40,000
- Batiment 7 will see another year of partnership: \$10,000.
- Eric St-Pierre Awards have been discontinued after a three year contract.
- Seb: A component of the Living Labs will link up with the office of experiential learning in order to get professors connected with students and industry partners (through Riipen). We helped create a Concordia Sustainability Living Labs so student and/or professor projects can fulfill the objectives of the sustainability plan—we created ourselves as an industry partner so they can participate through courses, long-term projects, capstones, etc. The Riipen application is not the only approach to Living Labs, but is a good way to connect to other departments for longer term projects—still developing pilot plan projects. Living Labs expand on projects that are ongoing and have support from professors .
  - Mind.Heart.Mouth is an example of a project that addresses the sustainability plan and has been connected with facilities, space, and students across various fields to carry out tasks.
  - Ariel: This is an interesting partnership for us—SAF is doing a lot of the work and has been able to get more funds for it.
  - Batiment 7 is a little bit different as it has university representative that helps run most of the project.
  - Living Labs will have staff, resources and funds to facilitate its execution.

- SAF matches Concordia’s \$40,000 contribution.
- Project funding: \$156,000 (including SAF’s \$40,000 contribution to Living Labs).
- Payroll costs increased by 6%.
  - 36% of SAF’s revenues make up payroll.
  - 58% of SAF’s revenues make up project funding.
- Office/general expenses: \$20,158 (7.6% of revenues).
- Deficit: \$5.623—comfortable.
  - The deficit is determined by timing—project funding allocations are voted upon during Board meetings, but SAF only expenses those allocations once the projects have requested it through show of receipt.
    - This process is what drives the deficit, however, if all of these fund allocations are spent during the year, we are very close to breaking even.
- This is the refined budget that will help fuel the upcoming year—if anyone has questions about this budget, reach out to Ariel!
- A motion for approval will first occur through the Board, and will then be officially approved at the AGM.

**Motion** to approve SAF’s 2020/21 budget:

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

**b. Other updates**

i. BoD resignations

- Maryam and Marin have resigned due to their positions switching over to new members within their organization.
  - Marin has officially resigned, whereas Maryam qualifies for automatic resignation from the Board due to having three unexcused absences from Board meetings.
  - As a result, quorum has now dropped down to 5 Board members.
  - Their replacements will be formally ratified at the AGM.
- Marin has connected SAF with Manuela; CSU’s sustainability coordinator.

- SAF will onboard her in the next week or two so she can join in for the next Board meeting.
- Maryam replacement has not been on-boarded yet—will try to do so before next the Board meeting.
- If these new members are not on-boarded within the days leading up to the next meeting, they will not be present for that meeting.

ii. BoD dates/times for July/August

- Some Board members have expressed that the usual evening time for Board meetings aren't ideal for everyone anymore—a lot has changed since beginning of the year and earlier meetings may be a better option.
- Krista: Can't do earlier in the day on Thursdays and her availability during the day depends on the day of the week.
- Timir will send out a new When2meet to set new dates and times for upcoming Board meetings.
  - Will give options for a wider range of times (9 am - 6 pm)—has to be hosted on the last week of the month to be timed with SPC meetings.
- Emma: Recently applied for a part-time job and will not be available for some points of the day.
- *Stefan's phone is about to die and will therefore be forced to leave the meeting—Stefan will proactively abstain from all future motions (6:44 pm).*

c. **BoD Appreciation**

i. Out of range board members

- Seb: For the Board members who are not in the range of receiving the Panier Québécois gift, contact Seb to be reimbursed for something similar!

5. Committee Updates

**a. HR**

i. Meeting will be scheduled for next two weeks

- Emma: HR will ideally schedule a meeting for the week following next week.
- Seb: Members of HR can stick around after today's meeting to decide on a date.

**b. SPC**

- No updates—discussion will come up in project funding allocation point.

**c. Fincomm**

- No update

**d. Marketing/Outreach**

i. Newsletter Sign up

- Rebecca has sent out a newsletter sharing updates about what SAF is up to—sign up for it!
- Emma: The Facebook notification didn't include a link to sign up.
  - Seems to work for Rebecca and other members of staff and Board.
  - Emma will try and find it after the meeting.
- The sign up link can be found on the 'About' page on Facebook.
- Rebecca also created a callout for project proposals—promote, share!
- Krista and Rebecca worked on a statement/resource list for the Black Lives Matter movement that has been posted as a blog post on SAF's website and newsletter.
  - Feedback is welcome—the document is editable.

6. Project Funding Allocation (1)

- \$6,084 left to allocate (\$5,105 being requested this month).

**Project 1: Drink Happy**

- Requesting \$5,105.
- SPC recommended to request for more information.
- Presented by Olivia.
- SPC discussed this project for a while.
- Project is a startup—application was larger than the projects SAF usually receives and included a rough business plan, marketing strategies and external supporting investors.
- Lots of questions and comments came up in the SPC meeting about the risks surrounding the project—the product the project has created is not patented.
- The project consists of them creating thick compostable straws (for smoothie, bubble teas, etc.) using PLA.
  - Thick straws of this kind are currently only found in plastic or non-compostable forms.
  - The product created is a fully compostable straw but the idea hasn't been patented—concern raised over the fact that other companies could take advantage of them.
- Concern raised over funding sources.
  - CASA has not been super reliable lately—website hasn't been updated in a while.
- Critiques raised over certain budget lines.
  - \$800 allocated towards advertising—usually Facebook ads, etc. are not that expensive.
  - Certain numbers don't completely make sense—concern over cash flow presented in their business plan.
- The project leaders approached a manufacturer to produce the straws—paid out of pocket in January and included a receipt for the manufacturing cost in their application.
  - The funding request is more or less to fund the manufacturing cost.
  - Funding would be retroactive, as one of the project leaders suffered a brain injury over the Winter and therefore couldn't apply earlier—the applicants included a note in their application asking the Board to understand and empathize with their situation.
- Krista: PLA is not food safe from her understanding—would like to ask the applicants for more information about the material used.
  - Concerned about patent as well—Concordia does have its own patenting agent offered to students.
  - Krista's has a lot of experience with 3D printing, which uses PLA as the printing material.

- Q (Emma): Concerned about campus not being open until Christmas—do they have a contingency plan for not having access for students? Applicants included no mention of COVID-19 until very end of their application.
  - A (Olivia): Because this is a long-term project, they are imagining that it will become relevant again. Although if we don't have enough information to make a decision, we don't have to fund them right now.
  - Seb: It is possible to do partial funding if inclined, but we should have all information first.
- Seb: The straws would be available as a choice presented at the cash. In terms of the patent issue, there is a risk that the places they are marketing to (Bubble tea shops as an example), will go to the supplier and ask for the same product to be produced in order to save money. The project's assessment of that risk may not be completely correct.
- Q (Emma): How do we know PLA is not food safe? A (Krista): All 3D printers work with PLA that is compostable/recyclable, but it is common knowledge that the material is not food safe.
- Seb: If we approve funding for this project it could be a huge risk.
- Olivia: They do have intentions of creating other products—they want to become a worker's co-op that produces alternatives to waste streams in order to mitigate waste.
- Krista: Suggestion to push this project in the direction of District 3—it is exactly designed for students who do things like this.
- Katherine: Supports the decision to request more information and reassess the project in the next meeting.
  - Olivia reached out for more information but did so on short notice—the project hasn't gotten back yet.
- Olivia: Would like to encourage a bit more discussion, as we will likely see the project in next month's meeting if we decide to reassess.
- Emma: Doesn't want to say no, but looked up PLA and it does seem like it is very dangerous to consume. Before we say yes, we need them to address that concern before next month's meeting.
  - Seb: Maybe they have a counter argument to this, but it would have been nice to include that in their project application.

- Q (Seb): Are here specifications for using PLA that determines it being food-safe or not? Is it less food safe if it's used in very hot settings, for example? A (Krista): The polylactic acid will morph, leech and start to melt at temperatures above 65 degrees. The material is made up of recycled plastic that is not cleaned.
- Project will be deferred to next month's Board meeting when more information is obtained.

**Funded \$0 worth of projects this month— \$6,084 remaining in allocations budget.**

7. Community Announcements & Ancillary Items

- No updates or announcements.

8. Adjournment

**Motion** to adjourn the June 25<sup>th</sup>, 2020 meeting.

- Moved by: Katherine
- Seconded by: Emma
- *Meeting adjourned at 7:07 pm; Stefan abstains.*