

# SAF Board of Directors Meeting Minutes

Tuesday, October 26<sup>th</sup>, 2020

[ONLINE]

**Meeting Time:** 16:00—18:00

**Meeting Facilitator:** Timir Baran Roy

**Meeting Minute Taker:** Alexia McKindsey

## Members in attendance:

Sebastián Di Poi (SAF)

Rebecca Black (SAF)

Courtney Witter (SAF)

Katherine Parthimos (FASA)

Brett Cox (SC)

Krista Jäger (GSA)

Stefan Hodges (Student-at-large)

## Members absent:

Oliva Champagne (SAF)

Jordan Landers (CASA)

Holly Mark-Hilton (CSU)

Roy Singer-Shay (CSU Council)

Ariel Dabora (SAF)

Payton Mitchell (ASFA)

## 1. Call to Order & Land Acknowledgement

- Quorum for this meeting has not been made—only four Board members are present.
  - Will proceed with votes as recommendations and discussion points—no approvals, motions or votes will be made during this meeting.
  - Voting will be done online via email with Board after the meeting.
- Timir reads land acknowledgement.

## 2. Review of Minutes

## 3. Review of Agenda

## 4. SAF General Updates

## a. Finance Update

### i. [Revenue Tracker](#)

- Colour-coded revenue tracker tab looks at SAFs revenues coming in, what SAF is waiting to receive, worst-than budget scenario and a better-than budget scenario.
  - Includes fee-levies for Summer & Fall.
  - We have still not received the majority of SAF's funding (Living Labs makes up a big portion of that).
- Seb: The Eric-St-Pierre project funding partnership is over, so we won't be receiving any funding from them going forward.

### ii. [June 1 to October 22 financial update](#)

- It has been over four months since beginning of the fiscal year—will conduct an update and comparison.
- Finally numbers for fee-levies and opt-outs are in—comparison of this year to last year:
  - Opt-outs for this year: 3%.
  - Opt-outs for last year: 0.3%.
  - Net fee-levy: \$2,064 (positive).
- Expenses are consistent with last year's—only change is in the 'Other Projects' category (mainly includes Bâtiment 7 and the Sustainability Research Awards).
- Seb: Office supplies expenses were also affected—invested this budget line into staff's home offices (that budget line wasn't previously been used as much).
- This financial update can be found in SAF's Google Drive—all the updates will be included in the same excel sheet so it can be looked back on.

### iii. [Transition plan recap](#)

- Everything with the financial coordinator transition has been going well!
- Courtney & Ariel have been going over payroll, working with auditors to get financial statements ready for AGM and held a Fincomm meeting where they went over recent budget and opt-outs.
- Courtney has gone through all training—still waiting to tie up loose ends in terms of access (Millenium and Desjardins account access and setup).
  - Seb: We may be able to get Courtney signed over to Desjardins without going to the bank physically in person.

#### 4. Committee Updates

##### a. HR

###### i. Wage Increases

- HR committee instated wage increases for staff.
- Starting wages at SAF will now be \$19 per hour.
- Part-time staff moved up to \$19/h with the possibility to increase above that amount according to contract renewals and peer- and self-evaluations (to happen in the coming months).
- Everyone is overall happy with this increase!—we are now closer to the industry standard for these kinds of positions.

###### ii. Vote to increase Board seats at SAF

- HR decided to split up the Board seat dedicated to alumni/staff/faculty/community member, into two seats.
  - One seat dedicated to Concordia faculty.
  - One seat dedicated to Concordia staff.
- Two candidates have presented themselves to take up these seats already.

**Vote** to increase Board seats at SAF to include one seat dedicated to Concordia faculty and one seat dedicated to Concordia staff will be held online.

**Motion** to increase Board seats at SAF to include one seat dedicated to Concordia faculty and one seat dedicated to Concordia staff:

- Moved by:
- Seconded by:
- *Motion passed/not passed;*

##### b. SPC

###### i. \$54,541.16 remaining in project funding

- We've used up about 50% of SAF's project funding allocations.
  - November will mark the end of quarter two, meaning we are on track for project funding.

- If we were able to vote today and allocate funding towards projects, we would have gone over the advisable amount to 55% of funds allocated for the year.
- SPC is considering opt-out accountability—what does this increase in opt-outs mean for project applicants that have opted-out of SAF’s fee-levies but still want to apply for project funding?
  - SAF will need to work out a system to cross-reference project applicants with opt-outs—looking at developing that and seeing how it can work.
  - Questions as to SAF being more community-facing going forward were also raised—should we give community members outside of Concordia the opportunity to support SAF, and consequentially the potential to support community facing projects?
  - SAF staff will keep thinking on this and see what falls in line with our Strategic Directions to be published at our AGM.

**c. Fincomm**

i. Appointment of Courtney as signing authority

**Vote** to approve Courtney Witter as signing authority will be held online.

**Motion** to approve Courtney Witter as signing authority:

- Moved by:
- Seconded by:
- *Motion passed/not passed;*

**d. Marketing/Outreach**

- Come to our AGM!—Thursday, October 29.

6. Project Funding Allocation (4)

**\$54,541.16 left to allocate (\$20,970 being requested this month).**

**Project 1: De Souche**

- Requesting \$2,970.

- SPC recommends full funding.
- Presented by Seb.
- This project has developed positively since the feedback given to them the first time around—project added on to their application, seems like a promising project with a clear plan, they are heavily endorsed by the Fine Arts faculty and Milieux, they are working on disseminating workshops, etc.
- Project consists of a research project to address the aquatic invasive plant milfoil—how to use it, what its various applications can be and changing people’s mindsets towards the world around them.
- Idea of using invasive species as a biomaterial to integrate sustainable design and practices across Concordia’s students and faculty.
- Q (Krista): They project application states the year as being for 2019-2020? A (Seb): That’s a typo—it is for 2020-2021.
- Seb: The project is asking for \$2,970—that amount would go towards honoraria.
  - Project coordinator: \$18 for 70h.
  - Material co-researcher /assistant: \$18 for 70h.
  - Social media marketing and graphic design: \$450 stipend.
- Katherine: Agrees with the SPC’s recommendation—doesn’t have anything to contest in terms of funding honoraria. In favour of funding this project.
- Krista: No concerns with project.
- Stefan: Looks good.
- Brett: Agrees!
- General consensus from Board to fully fund De Souche.

**Vote** to allocate funding to De Souche will be held online.

**Motion** to allocate full/partial funding of \$\_\_\_ to De Souche.

- Moved by:
- Seconded by:
- *Motion passed/not passed;*

## **Project 2: Mapping Disappearing Landscapes**

- Requesting \$8,000.
- SPC recommends to get more information.
- Presented by Brett.
- Project consists of a virtual exhibition, a physical window installation and public program held in February 2021 through 4th SPACE.
- Project is led by a Master student with other students from UQAM and McGill participating.
- Project will centre on artworks discussing interconnections of colonialism, climate change, Caribbean identity and tourism economies.
- SPC thought it was an interesting project that was well put together—the project already received over \$20,000 in funding from ASFA.
- Issue SPC found: wanted the project to have a more explicit connection with students.
  - Project mentioned connecting to students, but they did not specify exactly how they would do that.
- Krista: Thinks the project is cool and feels as though it would be easy for them to access Concordia students especially if done online.
- Krista: Concerned with the wage of \$40 per hour paid to the web developer—very high for a master’s student. The typical wage rate for someone with a master’s degree is \$24 an hour.
  - Stefan: Thinks they would hire a separate web developer.
  - Brett: It is an external person—they’ve already interviewed someone for the position.
  - Stefan: Still feels it is a high wage.
- Rebecca: SAF has a rule where we don’t fund wages that are higher than what our employees are making—doesn’t feel like you would find a web developer for more than \$19 an hour out in the field.
  - Seb: Understood that this wasn’t a written rule—understood it as being more of a guideline to follow in solidarity with our employee’s wages.
  - Seb: In cases of honoraria, the wages end up adding up to much more than this clause (workshops at a rate of \$200 for 2 hours, as an example).
  - Seb: How many hours is enough for us to say you are being paid too much?
  - Q (Rebecca): Can we subsidize the wage up to a certain amount? A (Seb): That would be feasible.

- Q (Krista): Could adding this clause officially to our constitution be helpful? We could specify subsidizing wages up to certain amount? A (Seb): Will look into that and see if we have anything written down in our Constitution already and will bring it up as a conversation at the next SPC meeting.
- Stefan: Agrees with Brett's points as to outreaching to students—being at 4th SPACE is good, but it would also be good to know how the project is being promoted exactly.
- Q (Stefan): What was the project's predicted impact?
  - A (Brett): According to their accountability reporting:
    - Number of talks and presentations given by community members: 4
    - Number of talks and presentations given by external speakers: 8
    - Number of talk and presentation attendees: 70
    - Number of workshops facilitated by Concordia community: 3
    - Number of total attendees: 1,500 +
    - Number of departments engaged: 10+
    - Number of faculties engaged: 3
    - Number of students trained: 6
    - Number of students receiving credit: 1
  - Brett: Would like to see the explicit action of them reaching out and getting confirmation on who exactly is engaging with the project.
- Seb: Project received a SSHRC grant—the applicant usually has to be a professor to receive this kind of grant (demonstrates the project's heavy faculty involvement more so than student involvement).
- Seb: Olivia reached out to the project and asked them about their impact with Concordia students—waiting to hear back from them about that.
  - Seb: Will reach out to Olivia to include any of that info along with the online vote.
- Katherine: Supports project, but having that extra answer will solidify a funding decision.
  - Stefan: Agrees.
- Brett: Did a quick google search—the average rate for web designers is between \$30 - \$70 an hour.

**Vote to allocate funding to Mapping Disappearing Landscapes will be held online.**

**Motion** to allocate full/partial funding of \$\_\_\_ to Mapping Disappearing Landscapes.

- Moved by:
- Seconded by:
- *Motion passed/not passed;*

### **Project 3: ENGCOMM Competition**

- Requesting \$10,000.
- SPC recommends to deny funding.
- Presented by Seb.
- Project consists of a case competition to link Engineering and Business students and allow them the opportunity to collaborate with professionals in the future.
- SPC had come questions—the project applied early and Olivia was able to get feedback.
  - Asked project to elaborate on the gap between the business and engineering students/department/sector—SPC felt like there is more of a gap between the two faculties and other departments, rather than with each other.
  - Brett wanted to know what corporations were sponsoring the event (didn't receive an answer).
- Project gave no description on case writing.
- Project had discrepancies in their budget.
  - \$400 for a Zoom license—a one year license for hosting up to 500 students costs \$122.
  - \$6,500 for goodie-bags (clothes and hats—SPC wasn't interested in funding that).
- SPC felt they would've been more supportive of funding the project if it focused more on sustainability issues and not so much other items like the goodie-bags.
- Olivia reached out to see if they wanted to reassess their budget—haven't heard back.
- Seb: In terms of the case writing, the companies who were giving the issues for the case were being paid to write the case—not typical with other case competitions we've funded and SPC didn't want to be funding the companies being paid to hold this competition. Another concern expressed was in wishing there was a much stronger links to what the winners would receive—didn't seem like there would be a strong lasting impact for the people participating.



- Katherine: Agrees with the SPC's recommendations—project is asking for too much money and the project vaguely touches on sustainability, if at all. [Katherine] is not in favour of funding this project.
- Stefan: If we were to consider funding this project, it would be good to know what kind of companies they are bringing in to this. This project doesn't seem super beneficial to students (cash prize of \$10 to winners as example).
- Q (Krista): How worthwhile is it to ask this project to reapply if they ultimately won't get funding? A (Seb): We would not be recommending that they reapply, we would just be asking them for more information.
  - Seb: If they do decide to adjust their project, it can be reviewed by the Board again—gives the project the opportunity to fit within our goals.
- Consensus from all Board members present to deny the funding ENGCCOMM.

**Vote** to allocate funding to ENGCCOMM will be held online.

**Motion** to allocate full/partial funding of \$\_\_\_ to ENGCCOMM.

- Moved by:
- Seconded by:
- *Motion passed/not passed;*

## 7. Community Announcements & Ancillary Items

- AGM this Thursday, October 29th!—prizes available!
- Prizes:
  - Two gift cards to Librairie Racines
  - Two gift cards to Vrac sur Roues (bulk food service delivered by bike)
  - Two gift baskets of organic wellness.
- Two raffles will be held—one in the middle of the meeting and one at the end.
- Invite your roommates and friends! We want to reach quorum!
- Q (Katherine): Whoever shows up to the meeting is automatically in the raffle? A (Rebecca): Yes!
- Rules around members is pretty loose—includes students and supporting members (anyone who has affiliation with SAF, sustainability on campus or with Concordia).

8. Adjournment

- Meeting ended at 5:05 pm.