

SAF Board of Directors Meeting Minutes

Monday, January 11th, 2021

[ONLINE]

Meeting Time: 15:00—17:00

Meeting Facilitator: Abraham Dawidziak Kiermaier

Meeting Minute Taker: Alexia McKindsey

Members in attendance:

Sebastián Di Poi (SAF)
Oliva Champagne (SAF)
Rebecca Black (SAF)
Courtney Witter (SAF)
Dileep Ravi Kodira (CASA/JSMB)
Anaïs Gagnon (CSU Council)
Rebecca Tittler (Faculty)
Maddi Berger (FASA)
Krista Jäger (Graduate-student-at-large)
Brett Cox (SC)
Cassandra Lamontagne (Staff)
Jessica Di Bartholomeo (Student-at-large)
Roy Singer-Shay (Student-at-large)

Members absent:

Payton Mitchell (ASFA)
Katherine Parthimos (Community)
Holly Mark-Hilton (CSU)
Kelley Boileau (ECA)

1. Call to Order & Land Acknowledgement

a. **Sign up for next meeting!**

- Welcome back & happy New Year!
- Introducing Abraham—SAF's new Board facilitator.

- Abraham sent everyone an email explaining themselves and the experiences that have formed their life up to this point.
- Abraham reads land acknowledgement.
- Abraham practices Tibetan Buddhism and would like to open the meeting with a prayer to help hold the energy of the group, acknowledge the reasons we have all come together today, to facilitate supporting each other, resolving conflicts and making decisions to fund the projects that will benefit our communities.
 - Abraham recites the ‘Refuge Prayer and Generating Bodhichitta’.
- With respect to a suggestion Brett shared in terms Sustainable Concordia’s land acknowledgement practices, Seb created a sign up sheet so that everyone on the Board can share events, news, campaigns, resources, or anything else of relevance or of interest that would encourage engaged solidarity with indigenous reconciliation.
 - Will allocate one Board member to this per meeting starting next meeting (end of January).

2. Review and Approval of Minutes

Motion to approve the November 27th, 2020 meeting minutes:

- **Moved by:** Roy
- **Seconded by:** Krista
- *Motion passed;* Rebecca Tittler abstains.

3. Review and Adoption of Agenda

Motion to approve the January 11th, 2021 agenda:

- Moved by: Maddi
- Seconded by: Rebecca
- *Motion passed;* all approved.

4. SAF General Updates

a. Sustainability Action Plan Training

- SAF has officially started accepting applications as of January 1st for the Living Labs Funding Program in partnership with Concordia University.
- In context with all of us being prepared to receive and read through the applications and material, as well as to differentiate the considerations with this programs vs. our regular project funding, we will host a brief training session.
- There is a few people that have not filled out the when2meet—the date for the training will most likely be January 22nd from 4 - 5 pm given the current availabilities on the when2meet.
 - Make sure to fill out your availabilities in the when2meet if you haven't already!
- A small meal voucher will be provided for that training and we will be recording it so that you can rewatch it or watch it if you can't attend.
 - Everyone must attend the training or watch the recording.
- We will send out the final date for the training by this Wednesday.
- Seb and Cassandra will be conducting the training.

5. Committee Updates

a. HR

- The HR committee has not met since the last Board meeting.
 - HR will set up a meeting for the end of January—more updates to come!
- Throughout December, we have been drawing up contract renewals, staff-, peer- and self-evaluations, and tweaking positions to reflect SAF's current situation.

i. New Board facilitator!

- SAF hired Abraham in December and we are very pleased to have them on board!

b. SPC

- ### **i. KPI's coming next month!**

- Presentation of KPI's to happen next month.

ii. See minutes for details

- Not much to report for the SPC committee—minutes were shared via email.

c. Fincomm

i. Last meeting in December, going over strategic goals for 2021

1. Notes

- Fincomm held a meeting in December to discuss strategic goals for 2021.
- Three main takeaways:
 - Applying for Canada Summer Jobs
 - Consider community membership options
 - Researching grants and partnerships (governments grants, corporate sponsors, etc.)
- If anyone is interested in the discussion, you can check out the notes!

Motion to adopt the Finance committee 2021 strategic goals notes:

- **Moved by:** Cassandra
- **Seconded by:** Dileep
- *Motion passed;* all approved.

ii. Meeting next week to go over review for next quarter

- Fincomm will meet next week to go over a review for the next quarter.
 - A presentation on the last quarter will happen next Board meeting.

iii. Opt-outs this semester with FLAC

- Opt-outs will be managed with FLAC.
- We spent a lot of time processing online opt-outs—this new process will make the job faster and easier.
 - Courtney has a meeting tomorrow to finalize the process.

- Seb: In terms of the Canada Summer Jobs, we had considered hiring a graphic designer and having this person on as a retainer type job. We've taken on interns for the community economic development program, are supporting more project evaluations at Bâtiment 7 and we will be getting support for the Living Labs program with Concordia.
 - We will provide more updates as we move forward and gauge the interest in continuing these internships.
- Courtney: We found a need for hiring a graphic designer—the notes for the summer jobs discussion can be found linked in the Fincomm notes.
 - Rebecca Black: The idea of hiring a graphic designer came out of the last marketing meeting.

d. Marketing/Outreach

- Marketing/outreach committee hasn't met since the last Board meeting where we discussed the suggestion of hiring graphic designer.
- Moving forward, we will be talking about the semester newsletter, which will be out ideally next week.
- We will be publishing a workshop series very soon on social media—share it! Tell your friends!
- Olivia: The first workshop is grant writing 101—to be held Thursday, January 21st.

6. Project Funding Allocation (3)

\$78,916.97 left to allocate (\$34,500 being requested this month).

- This amount is excluding the \$80,000 for the Living Lab project funding.
- According to the Project by Expenses master document & followups with projects, we reallocated \$5,000 to the funding budget from prior projects that didn't use up a portion of their funding allocation.
 - One past project said they couldn't move forward with their project.

Project 1: FASA Anti-O

- Requesting \$3,500.

- SPC recommends full funding.
- Presented by Cassandra.
- SPC enjoyed this project—thought it was an important initiative and is responding well to anti-racist action at Concordia.
- The project is requesting \$4,000 from other funding bodies.
- The requested amount would be to pay an honorarium for a sustainability and anti-oppression coordinator at FASA.
- They would like to hire a BIPOC coordinator to organize a speaker series with the mandate of sustainability and anti-oppression.
 - The themes, guests and content of the series will be at the discretion of the coordinator they hire.
- The SPC thought the project would have a large impact—could have the potential of encouraging other organizations on campus to follow suit and the project addresses larger anti-discrimination work at Concordia
 - Overall, the project is in line with SAF’s values.
- Concern addressed by the SPC: Unsure if the project’s timeline is realistic.
 - Once the coordinator is hired, they would have 11 days to organize the event series, which is a very large-scale project.
 - SPC came to the conclusion that the project’s timeline is at the project’s discretion—we don’t want to micromanage them and the SPC felt that this concern was not enough of an issue to rule out funding the project.
- Rebecca Tittler: Cassandra’s presentation of the project represents the whole SPC—many of us voted in favour of funding this project.
- Seb: The people present in the SPC meeting were Cassandra, Rebecca Tittler, Brett and Anaïs.
- Q (Dileep): Seems like an interesting project. Have they hired someone for the position? A (Olivia): Looks like they will hire someone in the next couple of weeks—part of the SPC’s concern was the fast turnover, but the project may have someone in mind.
 - Dileep: If they haven’t already found someone it could be a concern given the scale of the project.

- Roy: Really enjoys this project. The project has the short-term goal of the event series, the medium-term goal of creating this position, and the long-term of institutionalizing this kind of work into FASA. [Roy] would love to see other departments take similar initiatives as well.

Motion to allocate full funding of \$3,500 to FASA Anti-O.

- **Moved by:** Roy
- **Seconded by:** Krista
 - In favour: Rebecca, Roy, Cassandra, Jessica, Anaïs, Krista, Brett
 - Against: None
 - Abstain: Maddi
- *Motion passed.*

Project 2: Mapping Disappearing Landscapes

- Requesting \$8,000.
- SPC recommends funding \$7,840.
- Presented by Rebecca.
- SPC discussed this project last month.
- The project consists of a virtual exhibition and series of events looking at the interconnected affects of colonialism, climate change and identity in the Caribbean.
- SPC was overall excited about this project.
- The project originally requested \$8,000 to pay a web developer and for translation services—SPC asked the project for more information on the content and length of their events and whether the translation rates they were asking for were reasonable.
- SPC did some research on the industry rates for translation services and came up with a range of \$35 - \$60/h— the project is asking for \$100/h.
- The SPC recommendation for partial funding takes into consideration the rate of \$60/h rather than \$100/h for the translation services.
- Rebecca Tittler: The project can still redistribute the funding however they want to.
- No other real issues came up with the SPC when discussing this project.
- Q (Roy): Isn't the project hiring two translators? Would the rate be divided into the two positions to make it a \$50/h? A (Rebecca Tittler): That wasn't clear and the SPC didn't feel like asking the project again for more information.

- Seb: In the translation services quote, they went for the highest point on the range. The SPC's rate suggestion was just a little bit lower than the rate the project chose. We could offer subsidizing the translation services and the project could pay the difference if they wanted to keep the \$100/h rate.
- Abraham: Seems like there is a point of contention around the project's translation services rate—the SPC recommended an amount less than that of the project's suggestion. Would the Board like to follow the SPC's recommendation? Do we like this project? If so, how are we feeling about the SPC recommendation and the amount requested?
- Q: (Rebecca): Can the Board vote any way they want? Full funding or to turn down the project regardless of the SPC's recommendation, for example? A: Seb: Yes, the Board can vote any way they like.
- Krista: Feels comfortable with offering the project full funding. If they don't use up the full amount, they can reallocated those funds back to SAF.
- Maddi: In favour of full funding—agrees with Krista's point.
- Rebecca Black: We've spoken so much about this project in the past which could be why this conversation is not flowing. We've come to a point where we need to make a decision.
 - Olivia: This project was rejected twice—this is their third submission.
- Rebecca Tittler: The project could pay their translators \$100/h if they would like to. The \$60/h is just a recommendation.
 - Cassandra: The issue with the budget line regarding the translation service rate is that the project presented a range where they could pay the position anywhere from \$60 - \$100/h. SPC recommended that they stick to \$60/h, but they do not have to abide by that recommendation.
 - Olivia: They will have two translators working at the same time and they will both be paid \$100/h—the amount will not be split between two of them.
- Q (Rebecca Black): Did you run the numbers based on if we were to cap them at a \$60/h rate? A (Olivia): Yes.

Motion to allocate partial funding of \$7,840 to Mapping Disappearing Landscapes.

- **Moved by:** Krista
- **Seconded by:** Rebecca Tittler
 - In favour: Maddi, Rebecca, Krista, Cassandra, Roy, Jessica, Anaïs, Dileep
 - Against: None
 - Abstain: None

- *Motion passed*; all in favour.

Project 3: Frigo Vert Baskets

- Requesting \$15,000.
- SPC recommends funding \$5,000.
- Presented by Olivia.
- The Frigo Vert started a biweekly grocery basket service at their location.
 - They are giving out 100 baskets per two weeks—around half of those go to Concordia students.
- Their funding request would be to fund this upcoming semester's groceries.
- The SPC thought that the \$15,000 request was a lot of money.
 - Out of the three funders they have requested funds from, they are asking SAF for the most—seems a little strange considering the CSU and Frigo Vert have larger budgets than the SAF.
 - This is the main reason SPC recommended partial funding—SPC wants to support their work but didn't feel that the distribution of funding was fair.
- Rebecca Tittler: Another part of the reason for the partial funding recommendation is that we thought the project could use the money and then reapply to get funding at a later date should they need it.
- Cassandra: Another point addressed by the SPC was that there are other groups on campus doing similar work regarding community food baskets that have done a good job at fundraising and finding other funding sources—the SPC felt the project could put more effort into this.
 - Olivia: Feels like they are picking the easiest method of finding funds.
- Q (Rebecca Black): Can we give them suggestions of fundraising models that other community organizations have done? A (Olivia): Yes.
- Q (Roy): In the project folder there is a yearly budget for PWYC food baskets—why is the cost per semester (Fall/Winter) very different? A (Olivia): They started this project midway into the Fall semester and they are planning on doing it more consistently this Winter semester.
- Abraham: Do we feel like the Frigo Vert aligns with the values of SAF? It seems like there is an established relationship between this organization and the SAF.

- Seb: Yes, overall they have done a lot of good work to alleviate food insecurity, provide resources for the Concordia community and peripheral communities. [Seb] is in agreement with the point that other organization have much larger funding bodies where they could seek greater support.

Motion to allocate partial funding of \$5,000 to Frigo Vert Baskets.

- **Moved by:** Dileep
- **Seconded by:** Roy
 - In favour: Rebecca, Krista, Roy, Maddi, Cassandra, Roy, Anaïs, Brett, Jessica, Dileep.
 - Against: None
 - Abstain: None
- **Motion passed;** all in favour.

Project 4: SEIZE Conference (Project Revision Request)

- Requested \$8,000.
- SPC approved full funding of \$8,000 for SEIZE Conference.
- This is just a point of information.
- Seb: The SPC has approved funding for this project—they rewrote their project execution to accommodate COVID-19, which will consist of the same content, but held online.
- The project will have a longer timeline starting with a speaker series with invited guest speakers, workshops about university food systems, etc.
- The project is not asking for more money, they are just shifting their focuses in their budget.
- Olivia: All of this information is in their project folder (including their previous budget)—any approved project that wants to change their timeline has to submit a project revision request to update the SAF about the project’s status. There is no increase in their budget.
- Q (Abraham): Is there anything further to say about this project? A (Seb): The SPC approved this, so we just wanted to updated the Board on its status and the new information. SPC did not find any more concerns with the project.

Funded \$23,980 worth of projects this month—\$54,936.97 remaining in allocations budget.

7. Community Announcements & Ancillary Items

a) **Sustainable Concordia is hiring a new Design & Communications coordinator!**

- i. [Website posting](#)
- ii. [Fb posting](#)

- Brett: Sustainable Concordia is hiring a new Design & Communications coordinator.
 - Applications are due on January 17th and we are looking to have someone hired by the end of January.
 - Please share! If you or you know of anyone who would be interested and is passionate about sustainability, please apply and share!
 - If you have any question about the position or the application, reach out to [Brett].

a) **Link to workshops led by [Indigenous Directions](#)**

- Cassandra: Not an announcement but ties in to our earlier discussion about sharing indigenous and allyship resources—[Cassandra] got an email from the Indigenous Directions Leadership Council where they are launching a new Learning Series, to gain a better understanding of the experiences and challenges of First Nations, Métis and Inuit in post-secondary education as well as the meaning and implications of reconciliation, decolonization and indigenization.
 - Cassandra: Feels excited about this and wanted to bring it up!
 - The workshop series will last from January 25th to May 28th.
- Abraham: It is important to bring up what students and organizations are doing to make these issues alive at Concordia—would be great to incorporate these actions into our discussions.
- Krista: Seems like the workshops are designed for staff and faculty, but if it's being held on Zoom anyone can attend.
 - Cassandra: The wording they used was “members of the Concordia community”.
- Link to the [email](#).
- Link to the [Indigenous Learning Series](#).

8. Adjournment

Motion to adjourn the January 11th, 2021 meeting.

- **Moved by:** Roy
- **Seconded by:** Anaïs
- *Meeting adjourned at 4:04 pm*