SAF Board of Directors Meeting Minutes

Friday, January 29th, 2021

[ONLINE]

Meeting Time: 14:00—16:00

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)

Payton Mitchell (ASFA)

Dileep Ravi Kodira (CASA/JSMB)

Anaïs Gagnon (CSU Council)

Brett Cox (SC)

Cassandra Lamontagne (Staff)

Jessica Di Bartolomeo (Student-at-large)

Roy Singer-Shay (Student-at-large)

Members absent:

Katherine Parthimos (Community)

Holly Mark-Hilton (CSU)

Kelley Boileau (ECA)

Rebecca Tittler (Faculty)

Maddi Berger (FASA)

Krista Jäger (Graduate-student-at-large)

1. <mark>Call to Order & Land Acknowledgement</mark>

• Holly is leaving the CSU—her Board position will be replaced by the CSU's sustainability coordinator.

• Quorum for the meeting has not been met—will proceed with the meeting and omnibus motions at the end of meeting if quorum is met by then.

a. **Land Acknowledgement Sign-up sheet**

• We will start sharing the responsibility for the meeting's territorial acknowledgement—Seb will start things off for this month's meeting.

- This responsibility will include sharing events, knowledge, podcasts, and anything else relevant to indigenous learning and reconciliation in addition to stating the land acknowledgment.
- Seb reads land acknowledgement.

- Resources shared via the sign-up sheet:
    - Indigenous Sovereignty, Anti-Racism, & Solidarity — Spring Organizing Meeting
        - This is an event being put on by Spring magazine and will be held on Monday, February 8th at 7 pm via Zoom—free admission.
    - Pîkiskwêtân: The Indigenous Learning series shared by Cassandra last meeting.
        - The series targets staff and faculty for the most part, but there are certain workshops open to all community members.
        - One of the events focuses on facilitating territorial acknowledgments—this would be especially relevant to the work we are doing in our meetings.
            - This workshop will be held on Friday February 12th from 2 - 3 pm—send the organizers an email to get the Zoom link.
        - Many other workshops are also available through this series.

- The responsibility for next month's land acknowledgement will be taken on by Anaïs.
- Abraham: Would like to open the floor for feedback in hearing the land acknowledgement—it is important for us to make space for reflection and to consider our relationship to the land.
    - This is something to think about moving forward with this part of our meetings—a concern with land acknowledgement practices involves the ritualization and appropriation of those terms and a lack of making space for our own selves coming into these meetings.
- Olivia: Wanted to share knowledge from a blog post shared over social media for National Education Day—we often talk about how residential schools are in the past but the system for assimilating Indigenous children apart from their families and culture still exists today through the foster care system (50% of kids in the foster care system are Indigenous—this is endemic to the Indian Act that is still in place to this day).

- *Roy joins meeting: 2:22 pm.*

- 6 Board members are currently present—quorum is not met.
  - Will proceed with meeting and motions will need to be ratified when quorum is met.

2. Review and Approval of Minutes

a. **Link to Dec Minutes**

Motion to approve the January 11th, 2021 meeting minutes:
- **Moved by:** Roy
- **Seconded by:** Dileep
- *Motion passed;* all approved.

3. Review and Adoption of Agenda

Motion to approve the January 29th, 2021 agenda:
- Moved by: Payton
- Seconded by: Jessica
- *Motion passed;* all approved.

Motion to adopt the January 29th, 2021 agenda:
- Moved by: Dileep
- Seconded by: Cassandra
- *Motion passed;* all approved.

4. SAF General Updates

a. **KPI Presentation**

- Key Progress Indicators: Mid-year Status Report (July 2020 - December 2020).
  - The current Board only made funding decisions for 2 out of the 6 months of this report.
- KPI's help inform future decisions with the current trends the SAF is experiencing.

- Only four projects have completed their final reports, so this information is mostly quantitative.
- Total Requested by Project Theme:
  - This indicates the the total amount of funding that projects request from us.
    - 21% for Social Justice
    - 28% Community
    - 23% Education & Research
    - Food System, Waste and Health & Wellbeing themes are very low (these three themes tend to intertwine and the high percentages of the other themes could be as a result of the social justice movements that occurred over the Summer).
- Total Allocated by Project Theme:
  - This indicates the amount of money SAF gives out in funding to projects.
    - 27% Social Justice (we allocated more than what was applied for)
    - 29% Community (we allocated more than what was applied for)
    - 21% Education & Research
    - Health & Wellbeing, Waste and Food systems are still low.
    - Metrics are still proportionate overall.
- Funding Gap Q1 & Q2:
  - This indicates the amount we've allocated vs. what was requested from us.
    - Allocated: ~$35,000
    - Requested: ~$110,000
  - We've only funded 34% of the money that people have asked from us.
  - When comparing to prior years the funding gap is quite large this year.
    - 2017-2018: 52%
    - 2018-2019: 36%
      - This was an outlier year—we received ~$190,000 in funding requests.
    - 2019-2020: 49%
  - We've funded an average of $2,836 per project.
    - We've been denying larger projects which could explain the funding gap.
- Quantity of Applicants Q1 & Q2:
  - Rejected funding for 10 applications.
  - Allocated funding for 14 applications.

- Some of these projects are repeats.
  - Comparing to the prior year:
    - Last year we received 34 applications; this year we received 24.
    - We are allocating larger amounts of money per project this year vs. smaller amounts of money last year.
  - Our projects engage 59 students on average.
    - This is a good achievement given the current circumstances with the pandemic.
    - Last year we engaged 176 students per project—it is easier to get people involved while on campus.
    - We are giving more money to projects and impacting less students.
    - Q (Roy): Do you have an estimation of how much the final KPI report would bring this estimation to? A (Olivia): We will have a better idea with the final annual report —more data will come in. The findings in this report could also be skewed a bit considering it is based on what projects were able to make the final report. It depends on the length of a project too—longer projects could have a larger impact but affect the timing with when these KPI's are done.
  - <u>Next steps to take within a COVID-19 context:</u>
    - Give special consideration to applications that have the potential to engage more students.
    - Creating a project call-out to attract new applications.
    - The Board shouldn't be shy to give out funding!

- *Brett joins meeting: 2:35 pm.*

- Rebecca Black: It's interesting to see these KPI's in relation to COVID-19. This also brings into consideration the projects that would usually happen physically on campus—they could not be applying because they don't need a venue anymore for example.
- Dileep: Interesting to see most of the funding went to education and social justice, could be due to our existing collaborations with sustainable living and waste projects—less projects focusing on those categories would need to apply.

- Olivia: Community work is often undervalued—it makes sense that we are funding those more now because there's a lot of community work to do especially in light of COVID-19 and what happened over the Summer.
- Payton: Students are generally overwhelmed this year—not surprised people aren't taking on extra unpaid labour on top of struggling with online schooling.
- Rebecca Black: Projects also usually come to fruition in class or on campus when you're able to discuss physically amongst your peers.

5. <mark>Committee Updates</mark>

a. HR

i. Application for CSJ
- Depending on the the funding we will receive for the Canada Summer jobs application there will be two positions we will take on:

    1. Graphic Designer
        - To make a video/animation for the Living Labs program, as well as working on other graphic design work for the SAF.
    2. Research Intern
        - To support evaluations of our partnerships and funding programs.

- The hiring processes for these positions will start around April/May.
- We are also looking at processes for supporting our support staff (Facilitator and Minute Taker)—by listening to their feedback and conducting evaluations to support them in their positions.

b. SPC

i. See minutes
- Nothing additional to report.

c. Fincomm

i. <u>CSJ, submitted, total request $8,152</u>

• Submitted a request of $8,152 to the Canada Summer Jobs program.

• This doesn't guarantee we will get the funding, especially considering it is for part-time positions—they typically give funding for full-time positions for shorter periods of time.

• This requested amount takes into account the mandatory living costs as well.

ii. <u>Opt-outs refunds organized via refugee centre</u>

• Rebecca Black: There are more fee-levy opt-outs this semester than last semester—by about 200 more.

• These opt-outs will balance out—we paid for about $900 in bank fees to process last semester's opt-outs.
  • This semester's opt-outs are being facilitated by the Refugee Centre at a lower fee.

iii. <u>Jan 20th meeting</u>
  1. Fall budget comparison

• Presentation by Roy:
  • We received more opt-outs this semester, but enrolment is up so the two should balance out.
  • We didn't receive the Bâtiment 7 or Living Labs funding from Concordia yet.
    • Seb: Has checked in with that and they did deposit the money into our account but we haven't seen it yet—communication has been reestablished.
  • The internal project line has increased due to a COCo workshop for a staff training held in the Summer.
  • Bank charges are up due to processing the reimbursements for opt-outs—this amount should go down seeing as we will be processing the reimbursements through the Refugee Centre this semester.
  • Office expenses are up due to our staff working from home.
  • Legal & professional fees up due to the auditor fees expensed in the Summer.
  • Everything else is on track for what we projected.

d. Marketing/Outreach

i. [Sustainability Research Awards](#) launching on Monday - please share with your student networks!!
  1. In class announcements
  2. Share event in your association/Concordia related FB pages

- As of Monday we are launching the Sustainability Awards applications—share!

ii. Community Organizing 101 next Wednesday

iii. Anti-O Frameworks 101 Feb 18th
- Will be up next week to share.

6. <mark>Project Funding Allocation (5)</mark>

a. General Project Funding Budget : $39,200

- $7,333 **i**s being requested this month.

b. Living Labs project funding Budget: $80,000

- $52,317 is being requested this month.

- We are currently half-way through the fiscal year.

Motion to approve the previous motions (January 11th, 2021 meeting minutes, approve and adopt the January 29th, 2021 agenda):

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

Project 1: CP3

- Requesting $27,317.
- SPC recommends full funding.
- Presented by Anaïs.
- Project consists of a group of students who want to create a system to recycle Concordia's plastics in order to use it for 3D printing on campus.
- The process will consist of a closed loop of washing and reusing plastic that will be done in a shipment container located on campus.
- The project is involving lots of students and faculty.

- The SPC thought the project would be a good candidate for the Living Labs programming and recommended full funding.
- Targets/goals:
  - Proposing a zero-waste plan, reducing waste at Concordia and bringing waste performance to a competitive level.
  - Fostering an innovative research and curriculum program—use 3D printing to generate more research and curriculum work.
  - Creating a framework to develop sustainability research (through their Sustainability and Research Plan).
  - Encouraging the faculty to engage in sustainability research through securing support and funding from Zero Waste Concordia.
  - Promote and enhance Concordia research overall to support local and international communities.
  - Develop and deliver administrative support and increase sustainability programs available to students.
- Cassandra: While this project is hitting some of these goals, they are not hitting all of them strongly.
  - Seb: Projects will typically list more goals than less in their applications—this is something we should take into closer consideration. Less is more when focusing on targets that will have the most impact.
  - Perhaps going forward, we could change the application process to having them only list 3 targets that they have the most likelihood of achieving.
- Anais: Feels this is a very promising project—from an engineering point of view, this project could generate a lot of interest in it.
- Rebecca Black: This project actually started off as one of our Sustainability Research Award recipients—this application is a nice follow-through from that.
- Cassandra: So many students are disillusioned with plastic recycling—would be cool for this initiative to take off given only of 6% of Concordia's plastic waste is recycled.
- Dileep: This project presents strong goals and [Dileep] believes students would be engaged with this kind of initiative.

- Seb: A few demonstrations of support for this project are that they have secured funding from SHIFT and Zero Waste Concordia and that they have a strong letter of support from Andrew Woodall.
- Cassandra: They had a mock-up done by a designer to show how the container facility would look.
    - They want to be situated close to CUCCR at the Grey Nuns as they see the potential for overlap and collaboration between the two initiatives.
    - They have secured funding for this container and they are asking us to fund the equipment that will fill the space.
- Jessica: Agrees with all the feedback mentioned—appreciates the clarity in their application, their action plan and contributions, that they have a wide range of support, are innovatively solving recycling problems and are getting people involved in active learning.

Motion to allocate full funding of $27,317 to CP3.
- **Moved by:** Dileep
- **Seconded by:** Cassandra
    - In favour: Roy, Anaïs, Cassandra, Dileep, Jessica, Brett, Payton
    - Against: None
    - Abstain: None
- *Motion passed;* all approved.

Project 2: Climate Crisis AI Hackathon

- Requesting $6,783.
- SPC recommends .
- Presented by Cassandra.
- The purpose of this project is to bring together participants in AI technology in order to come up with concepts that address the climate crisis.
- 250 students are set to participate and the event will bring in international players, companies and industry partners.
    - Topics included wind energy, estimating the velocity of drifting sea ice, etc.
    - The event consists of workshops, conference talks and webinars.
    - The aftermath of the event would be to support the most promising projects through research and development workshops.

- The project has secured funding from 5 contributors—SAF would be covering over a quarter of their total budget.
- SPC really liked that this project has been funded in the past—it has previously proved to have had a positive impact, addressed sustainability concepts in good ways and demonstrated inclusivity in event topics.
- 250 students did registered as going according to the Facebook event.
- Concerns brought up the the SPC:
  - This event ended yesterday (it consisted of a 10 day event)—the project only applied for funding this month.
    - It could be that when they applied for funding through other sources they didn't receive the full amount that they asked for and therefore requested the remainder from SAF.
  - A lot of the funding they are requesting from SAF is for honorariums—no breakdowns were included in their initial application in terms of how many people they are giving honorariums to and what those positions would be.
- Feedback from project via Olivia:
  - Honorarium/expenses breakdown:
    - 4 keynote speakers: $500 each
    - 10 workshops: $250 each
    - 4 climate activists: $200 each
    - 10 mentors: $200 each
    - 10 judges: $100 each
    - Artist for animation: $360 (included invoice)
    - Facebook marketing: $329 (included invoice)
    - All of these amounts seem pretty low for honorariums which is a good thing— implies that we are not giving a large sum to one person, for example.
  - The project also had to pay for a Zoom service.
  - They included a document showing the banners of their key-note speakers.
  - The project included a note on the turnout of the event expressing that they had a diverse event of teams where not one participant was from the same country as the other. The note implied that the event had overall good collaborations and there was lots of support for the teams through facilitators and mentors.

- They included an invoice for a $5,000 deposit for a live-streaming service that they didn't get back.
    - They also included an invoice for an amount of $12,542 along with their budget.
    - They had to switch their live-streaming service to a Zoom platform
    - The information surrounding the live-streaming services and the invoices are a bit unclear.
  - Q (Courtney): Was their application late because they were supposed to get this $5,000 deposit and it didn't come through? A (Olivia): This seems to be just a follow-up point. When we funded them in the past they also submitted their application late.
    - Rebecca Black: We denied them funding last time retroactively—they put SAF's logo on their material before we confirmed funding for their project, which resulted in us having to block out our logo when advertised. It's a weird habit that they are still retroactively applying for funding with us when they know we don't fund projects retroactively.
- Seb: It seems like the amount of money they currently need from us is less than what they initially asked for.
  - Olivia: Yes, looking at their budget, they would just need $2,756, although the live-streaming invoice is unclear.
- Roy: Doesn't have an issue with giving them $2,756 in funding given the project's positive feedback and engagement.
- Jessica: Enjoys the project and feels more comfortable with new information—it is a weird situation with the project's application being retroactive but that doesn't take away from the overall positive impact of the project.
- Q (Cassandra): Would our funding this project count as a retroactively funded project that could set precedent or can we still fund it because the event just ended? A (Olivia): This is a grey-zoned project—we could have had our Board meeting earlier this week and it wouldn't have made the project retroactive given the event finished yesterday. A true retroactive project would be one that occurs way before the deadline and Board meeting.
  - Seb: There is a precedent for retroactively funding projects but they need to be projects that are incredibly strong and that have a good reason for applying late.
  - This project does have some good reasons for why they are a bit short on notice—their funding fell through.

- Dileep: Feels comfortable with funding the $2,756 amount—believes that they have promoted SAF in one way or another and it would be fair to fund them.

- Payton will abstain from voting due to a conflict of interest.

Motion to allocate partial funding of $2,756 to Climate Crisis AI Hackathon.
- **Moved by:** Roy
- **Seconded by:** Dileep
  - In favour: Cassandra, Roy, Dileep, Jessica, Brett, Anaïs
  - Against:
  - Abstain: Payton
- *Motion passed.*

Project 3: Land as our Teacher

- Requesting $25,000.
- SPC recommends to request more information.
- Presented by Seb.
- This project was put on pause and there were previous aspects of their application that didn't meet the requirements for Living Lab funding.
  - They didn't lay out their targets and goals as we have the format written out on our website—we, therefore, asked them to elaborate on those points, so the project will be pushed to next month for consideration as a result.
- This project consists of a 5 year research initiative that focuses on land-based pedagogy for indigenous youth aged 16-29 that will occur through training sessions held throughout the year.
  - They are trying to change and improve teaching by introducing land-based curriculums at Concordia.
- This project is well supported by Concordia and external communities (Aboriginal Student Center, Indigenous Directions Council, Native Montreal, Montreal Aboriginal Community Network, Université de Montréal, Concordia faculty and more).
- They currently don't have a physical place at Concordia to do the land-based teaching but they are working towards that.
- Financial support confirmed for the project:

- $330,000 from SSHRC (a research-based funding program that professors have to apply for)
  - $32,000 from Native Montreal
  - $18,000 from the Montreal Urban Aboriginal Network
  - $22,000 from a BIPOC SHHRC grant
  - $210,000 from the Ministry of Education (pending)
  - $100,000 over four years from SAF (pending)
- Olivia: The project's budget is pretty complicated—they included all five years with recurring events (land-based events held in the Summer and Winter). We will ask them for a revised application.
- Q (Casandra): Will we be requesting a clearer budget as part of that revised application? A (Olivia): The SPC's recommendations were unclear, but if there is anything that the Board would would like to request from them now is the time for suggestions since they will be re-applying next month.
- Dileep: Can we clarify if they are looking for us to fund venue rentals for 2022 or late-2021?
- Seb: We need to know what exactly it is that they want the SAF to fund out of this budget. Their budget is extremely extensive and their calculations do add up. Would like emphasis on the third and fourth page detailing the Summer and Winter sessions and what they expect SAF to cover out of those.
- Cassandra: The two most helpful things for them to work on in their application would be to have their goals and targets more clearly outlined and for them to clarify their budget.
- Dileep: In the SAF general project budget document there are many items where SAF is listed as the funder—would be good to get specifications as to exactly what items we will be funding from those categories.
- Jessica: Would like more information on the activities/retreats and the planning behind them (only three lines are listed on the tasks and activities table for retreats taking place between 2021-24).
  - Q (Olivia): How would you like this information to be communicated? A (Jessica): They could provide a timeline with sub-components detailing and elaborating on the activities and programming for the first year and onwards. The subsequent years can have less information.

- Q (Dileep): Can we plan to fund this project for the next years as well, given they are asking us for funding instalments over a four year period? If not, maybe we can ask to see a list of their activities and a budget for this year only? A (Seb): As of right now, we want to see their trajectory for the coming years with the understanding that their funding request would be only for the first year. They would have to reapply for the subsequent years. The way we go about this could change given we are in the pilot stage for this Living Labs program—but we will keep our overall scope to this year for now given the tumultuous times and the limited funding we have to give out for Living Labs projects.

Project 4: Sustainable Resource Map (Project Revision Request)

- Requesting an additional $550.
- SPC approved funding.
- Presented by Seb.
- Nothing to vote on for this project—the SPC approved funding for this project as their request was under $1,500.
- This project wants to develop a crowdsource mapping tool and the physical dissemination of the map.
  - Would involve $700 in honoraria for approximately 35 hours of work.
  - $50 towards printing flyers would also come from the requested budget increase.
- The project has also given us a timeline for a conference they will hold.
  - They want to adapt the timeline once the crowdsourcing tool has been complete.
- Due to COVID-19 and not being able to host physical events, they will be shifting the map online to a crowdsourced platform.
- The invoice for their member's honorarium hours is included in Google Drive folder.

Project 5: RB4SJ (Project Revision Request)

- Requesting a scope revision.
- SPC recommends to revisit the project.
- Presented by Seb.
- This project is not asking for additional funding, but to change the focus of their work with the original $5,000 that they were allocated.

- They want to document and create a mural in NDG to celebrate Black lives in Montreal.
- The $5,000 will be used for:
    - $1,000 for the videographer
    - $1,500 for the graffiti artist
    - $1,000 for the materials
    - $600 for 4 rappers ($150 x 4)
    - $900 for the event coordination ($450 x 2)
- The SPC wanted to request an invoice and a further breakdown of the honoraria.
- The SPC was also concerned that there is less Concordia engagement than in their previous project proposal.
    - One suggestion was that the project reach out to the Black Perspectives Office and CSU to strengthen their ties to Concordia—especially given the CSU is focusing on BLM initiatives this year.
    - The SPC asked for more technical information including equipment specifications and the mural size.
- Seb: This is a project we've supported in the past and we can vouch for the fact that the work they've done in the past has had a good impact and has had good ties to Concordia—we want to see a reinvigoration of that tie and there is room for them to do so.
    - SAF asking for more information about the project's revision won't disrupt the execution of the mural—they will start choosing the wall in March.
- Olivia: This project revision will be an SPC decision, not a Board decision given it is a change in the project's plan and not a change in funding.

Funded $3,306 worth of general projects this month—$35,894 remaining in the allocations budget.

Funded $27,317 worth of Living Labs projects this month—$52,683 remaining in the allocations budget.

7. <mark>Community Announcements & Ancillary Items</mark>

a. **Community Organizing 101 (Share and attend!)**

b. Project Events Upcoming

• SAF's funded projects are putting on these events:

i. [Seascape Poetics (used to be Mapping Disappearing Landscapes)](#)
• Virtual exhibition showcasing contemporary Caribbean artists with a focus on how landscapes in the Caribbean have been damaged by climate change.

ii. [CEED's Film - Des Espirits Des Images: Montreal Film Premier and Talk](#)
• Documentary about lifting up Black voices in Montreal.

iii. [Sustainability Research Award Facebook Event](#)- Please Share

c. [Vigil for Missing & Murdered Indigenous Women, Girls, Trans and 2Spirit Relatives](#)
• February 14th from 6 - 8 pm on Zoom.

d. Living Labs update:

• Cassandra: We will be promoting the Living Labs program through Concordia's newsletter on Tuesday—to state that the program is officially open and that we encourage applications.
• Cassandra: A logo will be developed as a branding tool for the Livings Labs program.
• A survey has been developed to help create a framework for the community—it will be put out on Tuesday to get feedback on the needs and barriers of the program and to identify partners and stakeholders.
  • Cassandra will send out the article and the Board is encouraged to participate—any feedback would be helpful!
  • Payton can forward the newsletter to the communications coordinator at ASFA

8. Adjournment

Motion to adjourn the January 29th, 2021 meeting.
  • **Moved by:** Dileep
  • **Seconded by:** Jessica
  • *Meeting adjourned at 3:49 pm.*