

SAF Board of Directors Meeting Minutes

Friday, February 26th, 2021

[ONLINE]

Meeting Time: 17:00—19:00

Meeting Facilitator: Abraham Dawidziak Kiermaier

Meeting Minute Taker: Alexia McKindsey

Members in attendance:

*Sebastián Di Poi (SAF)

*Oliva Champagne (SAF)

Courtney Witter (SAF)

Dileep Ravi Kodira (CASA/JSMB)

Amy Nguyen (CSU)

Anaïs Gagnon (CSU Council)

Kelley Boileau (ECA)

Rebecca Tittler (Faculty)

Maddi Berger (FASA)

Brett Cox (SC)

Cassandra Lamontagne (Staff)

Jessica Di Bartolomeo (Student-at-large)

Roy Singer-Shay (Student-at-large)

Amanda Vincelli (Intern for Living Labs Bâtiment 7)

Maggie Cassin (Intern for Living Labs Bâtiment 7)

Members absent:

Rebecca Black (SAF)

Katherine Parthimos (Community)

1. Call to Order & Land Acknowledgement

- Brief introductions and welcome to new members attending the meeting.

- Quorum for SAF Board meetings is now 6—Payton and Holly have resigned from their positions.

a. Sign up for next meeting

b. Land acknowledgement: Anaïs

- Anaïs is running late to the meeting and won't be able to deliver the land acknowledgement.
 - Anaïs will share the land acknowledgement next meeting.
- Abraham delivers the land acknowledgement.
 - Abraham sent out recordings of readings & hopes everyone enjoyed them.
- *Anaïs joins meeting: 5:19 pm.*

2. Review and Approval of Minutes

a. January Minutes

Motion to approve the January 29th, 2021 meeting minutes:

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

3. Review and Adoption of Agenda

Motion to adopt the February 26th, 2021 agenda:

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

4. SAF General Updates

a. **Changeover of EmployeurD**

- We don't need a motion from the whole Board for this changeover, we just need a signature from the secretary (Roy).

b. **BoD Resignations**

- Krista and Payton have resigned from their Board positions and they send their best wishes—they had a great time on SAF's Board and learned a lot!

c. **BoD appointment-ratification**

- There was a changeover in the CSU's executive positions—Amy is the CSU's new Sustainability Coordinator so she will be replacing Holly within our Board.
- Amy needs to be ratified as a Board member from now until her position ends (around June).

Motion to ratify Amy Nugyen to the CSU Executive SAF Board of Director seat until the CSU appoints a new coordinator to her position:

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

d. SRA's

- We haven't been receiving a lot of applications for the Sustainability Research Awards, so we are considering the possibility of extending the application—a decision will be made next Monday.
- We are sharing widely and promoting the callout—please share with your networks!
- Olivia: If you are a student and you're studying or doing research anything related to sustainability on campus, apply!

- Past projects included studies looking at cigarette butt waste and how they infiltrate Concordia's water system, as well as two previous projects we've received funding requests for in past months—Mind Heart Mouth and CP3.
- Projects can be more theoretical in nature, as opposed to action-oriented.
- The application process is pretty simple and we offer \$800 for Undergraduates and \$1,200 for Graduates.
- [More info on the Sustainability Research Awards.](#)

5. Financial Update

a. **Fee Levy update report**

i. [Report Link](#)

- The report demonstrates what we budgeted when taking into account the opt-outs.
- We projected that there would be an increase in opt-outs and an increase in enrolment.
 - We found that this trend did continue for the Winter semester and that the rise in enrolment balanced out the opt-outs we received.
- Total opt-outs for Winter:
 - We received a 3-4% opt-out rate compared to the 1% that we projected.
 - This rate is not as bad compared to other Universities that have seen a 10-12% opt-out rate.
 - We projected \$84,000 and we received \$86,000 in actuality—2% less than anticipated.
- In general we are doing good!
- The second and third pages of the report detail the fee-levy revenues for Undergraduates and Graduate students.
 - The report compares this Winter to last Winter & year-over-year variants.
 - The report details how much money we are getting from each department and the results show that those numbers are very consistent year over year.

6. Committee Updates

a. HR

- Two Board members on the HR committee have resigned this past month and the other HR committee member is not present in today's meeting.
- We will be onboarding Amy in the next month, and we hope to have more updates for you in next month's meeting.

b. SPC

i. Reviewed project by expenses

- The SPC went over this month's projects and the project by expenses master document in detail.
- Everyone is up to date with the projects—if you have questions, ask away!

c. Fincomm

d. Marketing/Outreach

i. Project Call Out - in the works

- We had a meeting to talk about making content to encourage project applications.
 - Rebecca created a callout to attract project funding applications.
- Seb: The project callout is now live and you can check it out on our Instagram page!

ii. Introducing Instagram Takeovers by project leaders

- We will be doing Instagram takeovers by some of our project leaders—to encourage them to promote their projects within SAF's platform.
 - We would love feedback on these!

7. **Project Funding Allocation (5)**

a. General Project Funding Budget : \$41,000

- \$4,590 being requested this month.

b. Living Labs Project Funding Budget: \$44,000

- \$23,708 is being requested this month.

Project 1: Nicaraguan Film

- Requesting \$590.
- SPC approved full funding.
- Presented by Jessica.
- This project was submitted by Fine Arts undergraduates and it consists of a film exploring Nicaragua's volcanic ecosystem's role in the population's cultural imagination, as well as exploring the relationships between Nicaraguan culture and identity in relation to sustainability.
- SPC gave them positive feedback in relation to the film's topic and their ties to sustainability themes.
- 22 students are involved in this project.
- They have included an outreach plan to diffuse the film to students
 - Some point of this plan include submitting the film to the Fantasia Festival in 2022 and the film will be made available on Vimeo to double their reach.
- The funds they are requesting from SAF will go towards PPE and offering food and beverages at their event, which will consist of locally-sourced and vegan food.

- Concern addressed about the PPE being disposable or reusable—Concordia’s PPE guidelines requires disposal masks and wants to prioritize the wearing of double masks given the new variant.
- Olivia: The SPC has decision making powers for projects under \$1,500 and the SPC decided to approve full funding for this project.

Project 2: Mango Lemon Soda

- Requesting \$2,000.
- SPC recommended full funding.
- Presented by Rebecca.
- This project consists of a short film that tells the story of a Black femme rejecting toxic relationships and environments.
 - Explores the systemic, social and economic disadvantages that BIPOC experience and how that effects their lives and relationships.
- This film is unique because it portrays a Black femme in a positive light—there is very little exposure for this identity and theme in film.
- The project secured various other funding sources.
- The project is planning on running a panel discussion with Montreal Black filmmakers to discuss their experiences in the film industry.
- Their outreach plan includes submitting the film to various film festivals, putting the film on Vimeo and diffusing it through social media platforms.
- The project’s crew consists of mostly Concordia alumni and one student.
- The SPC did have a question about whether or not the main actor was a student but it is unclear—could be the the role hasn’t been decided yet.
- SAF’s funding would go towards honoraria for the actors & musicians—the score of the film will be produced by musicians.
- Roy: Really enjoys that they are doing a panel discussion as part of this project—that is a good way to promote the film and increase engagement with an audience in addition to the film being submitted to festivals.

- Olivia: The panel they are doing is above and beyond for most film projects—it will be easier to execute it online too.
- Dileep: Supports this project and enjoys that they are focusing on social and economic disadvantages in BIPOC lives.

Motion to allocate funding of \$2,000 to Mango Lemon Soda.

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

Project 3: NDDJ

- Requesting \$2,000.
- SPC recommends to request more information.
- Presented by Brett.
- This project consists of a completed film worked on by Fine Arts students who are currently looking for post production expense funding.
- The film provides a picture of BIPOC experiences in rural Quebec and is in response to the homogenized white French-Canadian representation prevalent in mainstream media and the consequential lack of BIPOC French-Canadian representation.
- Main concerns addressed by the SPC:
 - The project’s budget doesn’t have a clear breakdown of each budget line—it is not clear who is being paid.
 - The project’s outreach strategy is minimal compared to other films submitted this month.
 - The project didn’t mention if they would be posing the film online.
- Olivia wrote to them and received this response:
 - They provided a document detailing the breakdowns of their wages including paragraphs with justifications provided for each budget line.

- They submitted an outreach plan stating that they will be submitting the film to various Concordia-based festivals, will be engaging in promotional strategies through social media, as well as putting the film on Vimeo and YouTube to ensure it's free and accessible.
- Brett: Feels like this response clears up most concerns brought up with this project.
- Roy: The breakdowns they provided did clarify the issues found with this project—the justification of their wages makes sense now and [Roy] doesn't have any issues with funding the project.
- Q (Rebecca): We usually look up hourly rates when receiving funding requests for wages to see if they are reasonable according to industry standards, did anyone look up the wage rates? [Rebecca] looked at their sound mixing rate and that seemed reasonable.
 - Q (Brett): Went through the wages and looked up a few of their budget lines and their rates did seem to match up based off of [Brett's] research.
- Olivia: A big question the SPC had was whether or not this film would be free and accessible—that concern has now been made clear considering they will make it available on YouTube & Vimeo.
 - Olivia: Still feels they are doing less outreach than some other projects we are seeing this month.
- Q (Seb): How does the Board feel about their explanation of the wages in regard to the positions in questions? (Montage, composition, mixing, subtitles, etc.)
 - Kelley: Looks good and well organized.
 - Dileep: Seems appropriate and like they distributed them well and fairly.
 - Rebecca: The recent info they provided is a big improvement and [Rebecca] would be happy supporting this project given the new info provided.

Motion to allocate full funding of \$2,000 to NDDJ.

- **Moved by:** Roy
- **Seconded by:** Dileep
 - In favour: Roy, Brett, Anaïs, Amy, Cassandra, Kelley, Rebecca, Maddi, Dileep, Jessica
 - Against: None

- Abstain: None
- Motion passed; all approved.

Project 4: Mind Heart Mouth

- Requesting \$23,708.
- SPC recommends to request more information.
- Presented by Cassandra.
- This project consists of a continuation of the Loyola garden that started in 2019 with a potential expansion to a new space in the Science Hub.
- The funding request will be allocated towards:
 - For the project head's own work in coordinating the garden and its potential expansion.
 - Student employees and volunteers—funding for student employees is more favourable as it will provide more consistent and stable help.
 - Sourcing soil—specifically related to the garden's expansion.
- If SAF were to fund a lower amount, the project would have to rely more on volunteers than student employees, which would result in more work for the project's head as volunteers provide less stable work.
- The project engages with themes of agriculture, reducing food waste, community building and creating an environment where community members can learn about food.
- The produce grown in the garden is donated to the external community—this links the project to themes dealing with food security.
- The project has a strong target in terms of food plan—the project is willing to work with lots of people within the Concordia community and external communities.
 - Would like to link this project into a curriculum.
- The project is also designed to engage students with the aging community—links the project to themes dealing with inter-generational exchange.
- The project would like to engage with Concordia-based food initiatives in order to be able to give back to our own community.
- Concerns and questions addressed by the SPC:

- The calculations in the budget excel sheet didn't add up to the calculations provided in the project application form.
- The SPC felt that the amount being requested was high considering how much is left in the Living Labs fund—we still have several months left and we know we have another big project application coming up.
- Most of the food produced by the garden is currently being donated to external communities and the project involves members from the aging population—these aspects could warrant external funding for this project.
- It is unsure whether or not student employees or volunteers will be allowed to work on campus this Summer—lots of uncertainty given Concordia's health guidelines.
 - The project also did not provide clear descriptions of what the student employee and volunteer jobs would entail.
- Will the expansion be approved by facilities management and how will that change the funding allocation that would be given to this project?
- Olivia said she would reach out to the project to address all of these questions and concerns—to see if the expansion would be needed, if the project could provide more clear job descriptions for the volunteers & student employees, and if the project could explore the possibility of securing external funding.
- The SPC is unsure of a funding recommendation or if a funding decision should be made at this time—the general consensus is that a funding allocation should be lower than \$20,000.
- Seb: This project was not able to secure approval of their expansion.
 - This project is therefore on hold and we won't be able to make a funding decision for it this month—we will wait until facilities management makes a decision about their expansion.
- Seb: If there is any feedback that could be given to the project for next month, that would be helpful!
- Seb: The project did provide updates that you can find located in their project folder.
 - They are allocating ~\$17,000 to student employee positions (they eliminated one of the positions)—the calculations still don't add up as there is a discrepancy of about \$700.

- They provided student job descriptions that are laid out as if they were a job posting.
 - The main issue with this point is that they don't have formal approval of what space access will look like.
- Q (Amy): Does the project head have any help with the project and its development? A (Seb): They are primarily working on it alone but they do have student collaborators, some faculty and staff support, as well as lines of communication with facilities management.
- Olivia: The project has talked about building up more leadership as the garden develops. The student intern they are working with will most likely take on the legacy of the project.
 - Rebecca: Good idea for the project to start building a team at Concordia who can be more involved with it in the future—the student intern used to be a Master's student and has now taken on this project as part of their PhD so there is a possibility that they will take over the project eventually.
- Roy: Really enjoys the work this project has previously done and [Roy] has seen first hand the impact of the garden this past year through attending labs at Loyola campus. Sees a lot of potential for it to be a Living Labs project that could further intrench itself into the Loyol campus community and sees a potential collaboration with the Free Lunch Project. Agrees that this project could warrant more community funding and feels that SAF should fund this project when we receive a revised application, but is unsure how much we should fund. Funding could depend on the project's development and whether or not the project can secure external funding.
- Kelley: This is a project that comes to mind when thinking about a SAF funded project. This project could serve as a symbol to encourage other Living Labs applications and demonstrate the potential behind the SAF Living Labs funding program.
 - Seb: Agrees. This project ticks off all the targets and goals that we envisioned with a Living Labs project, especially in terms of it having a viable long-term objective and legacy.
- Dileep: Overall enjoys this project—it would be nice to have an idea of the project's long-term plan (especially considering Winter seasons). Can we get an idea of their funding needs for future years?

- Seb: This funding request is labour-based and we can assume that their requests would remain the same year-to-year if they continue applying for labour-based funding—unless this area were to be covered by a larger grant or if the project would be able to secure more stable funding.
- Amy suggests the project look for external funding through [the Community Foundations of Canada](#).

Project 5: Project revision request: Town Hall of Billionaires

- Requesting \$2,000.
- Change in timeline.
- Presented by Jessica.
- This project will consist of a panel to facilitate discussion about billionaire's role in climate change.
- The project has been moved online and they hope to have the event held in the Fall.
- The revision will consist of \$2,100 allocated to a coordinator role for 100 hours at a \$21/h rate.
- The guest speakers included in the panel are well-known and included in their budget breakdown.
- The SPC feels satisfied with the revision but wants more information about their overall plan and where the rest of SAF's funding will go.
- Olivia: Passed off feedback to project head but thinks they are busy and that's why they haven't gotten back yet.
- Q (Olivia): Is there anything on this budget we wouldn't feel comfortable funding? If so we can find a creative solution to not fund those components.
- Seb: The funding for this project has been previously approved—the project just want to change their application to fit these new aspects that weren't budget before.
 - Olivia: Typically a revision request would go through the SPC, but we didn't have enough information at the time to make a decision about this project.

- Rebecca: We should consider matching SAF’s coordinator salary which is \$19/h.
 - This is a rule that we apply for general or unspecialized labour—for more specialized work like we’ve seen with previous projects this month, we look at industry standard rates instead.
 - We considered asking them to pay the coordinator \$19/h and allocate the remaining funds elsewhere.
 - If we start approving more than \$19/h for projects, we risk setting a precedent for other projects.
- Seb: Normally this project revision would be decided on by the SPC but we still needed more information—the Board is able to make a decision on this revision if they feel there is sufficient information to make a decision.
- Rebecca: Thinks we need to move to approve it as is or wait for the SPC to make a decision when we have more information that addresses the SPC’s concerns.
 - Seb: Agrees.

Motion to accept the SPC’s recommendations to wait for further information before approving the project revision request for Town Hall of Billionaires:

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

Funded \$4,590 worth of general projects this month—\$36,410 remaining in the allocations budget.

Funded \$0 worth of Living Labs projects this month—\$44,000 remaining in the allocations budget.

8. Community Announcements & Ancillary Items

a. SC's Sustain'Alive Event Series !!

- Brett: Sustainable Concordia is hosting their [Sustain'Alive 2021](#) series that will explore theoretical and practical skills in grassroots organizing.
 - Student Sustainability Ambassador Program:
 - A mentorship program that lets you work with ambassadors to make workshops successful and accessible (will be part of this events series in March and April).
- Cassandra: [The Sustainability Champion Awards](#) is now open! We want to recognize our community members working in sustainability.
 - We are looking for help in promoting this, so please share and feel free to nominate anyone you feel would be deserving of this award!
- Rebecca: [The Sustainability and the Climate Crisis](#) is an online conference happening from March 15 - 19 and will consist of workshops and panels focused on themes of climate crisis. Spread the word & take a look at it!
- Cassandra: [Climate Action at Concordia: A panel discussion](#)
 - This is part of Rebecca's conference and is a panel that focuses on Concordia's Sustainability Action Plan.

8. Adjournment

Motion to adjourn the January 26th, 2021 meeting.

- **Moved by:** roy
- **Seconded by:** Kelley
- *Meeting adjourned at 6:25 pm.*