

SAF Board of Directors Meeting Minutes

Friday, March 26th, 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)
Courtney Witter (SAF)
Rebecca Black (SAF)
Katherine Parthimos (Community)
Anaïs Gagnon (CSU Council)
Rebecca Tittler (Faculty)
Maddi Berger (FASA)
Brett Cox (SC)
Cassandra Lamontagne (Staff)
Jessica Di Bartolomeo (Student-at-large)
Roy Singer-Shay (Student-at-large)

Members absent:

Dileep Ravi Kodira (CASA/JSMB)
Amy Nguyen (CSU)
Kelley Boileau (ECA)

1. Call to Order & Land Acknowledgement

Motion to call to order the March 26th, 2021 meeting:

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

a. **Sign up for next meeting**

- Anaïs delivers the land acknowledgement.
- Anaïs prepared a document of knowledge and resources to share with the Board:
 - There is an online course given by the University of Alberta and available on Coursera—very well organized, friendly, interactive and great to watch as you’re drinking your morning coffee!
 - Included an interactive map listing the different Indigenous communities across Canada.
 - Included a reading list.
 - The first indigenous novel published in Canada (Chasseur au harpon) just came out with a French translation.
 - Included an article of interest that details when the conquerors came to North America they thought the land was wild, but the Indigenous communities had a really good ecosystem that allowed them to benefit from the land.
 - They had a healthier agricultural system.
- Olivia: Is excited about the Coursera course—will definitely take that over the Summer!
 - Anaïs: The course is also given by Métis people in Alberta.

2. Review and Approval of Minutes

a. Previous Minutes

Motion to approve the February 26th, 2021 meeting minutes:

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

3. Review and Adoption of Agenda

Motion to adopt the March 26th, 2021 agenda:

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

4. SAF General Updates

a. **SRA Selection Underway**

- The selection committee is currently reviewing applications.
- We received 27 applications in total, beating last year's record number of 26.
 - Extending the application period pushed us over the top—we were expecting less than what we received last year.
- We have a tentative recipient announcement date of April 10th.
 - We are hoping to keep the number of reviewing meetings at two, but lots of discussion typically happens at these meetings and given how many applicants we have, we may have to have more meetings—it's a tough decision to make!

6. Committee Updates

a. **HR**

i. Health insurance update

- One main update that concerns all staff—Seb reached out to Student Care at Concordia and it turns out that they lowered the amount of hours that are needed to offer health insurance to staff members.
 - Our part-time staff can now be covered effective starting May 1st or September 1st.
- For anyone part of a fee-levy organization—if you work a minimum of 10 hours, you can be covered by the health care.
 - Reach out to Seb if you're in this case and he will put you in touch with his contact.

b. SPC

i. No committee specific updates

- The SPC didn't have time to get through all the project applications for this month—there's a lot of projects to review in this meeting!

c. Fincomm

i. No committee specific updates - will meet this month

- Fincomm will meet this month and will go over the budget next month.

d. Marketing/Outreach

i. Instagram takeover was a big success!

1. Will be trying to do this monthly moving forward

- The takeover was a success! We will start doing this monthly as a way to promote projects during COVID.
- We are hoping to find a project doing garden related work to takeover for April.

ii. Last workshop next week - Anti-Oppressive Frameworks 101

- This workshop is with Duha from Sustainable Concordia—attend and tell your friends!

iii. Added section to the application where project leaders can identify how they heard about SAF to inform our marketing and outreach for project call outs this summer!

- Added a section to the application form asking project leaders to list how they heard about the SAF—this will help us more closely focus our marketing and outreach.

7. Project Funding Allocation (10)

a. General Project Funding Budget : \$35,943.20

- \$19,404.75 being requested this month.

b. Living Labs Project Funding Budget: \$44,683

- \$25,000 is being requested this month.

Project 1: Spaces Between

- Requesting \$100.
- SPC approved full funding.
- Presented by Brett.
- This project consists of the annual exhibition showcasing student works held by the department of Design and Computation Arts.
 - The exhibition offers the opportunity to think about new spaces and has sustainability components present.
 - Each year, the faculty gives awards to students demonstrating a strong aptitude towards cultural, social and environmental sustainability.
- The project is requesting a low amount of funding for promotional ads—makes sense given the exhibition is completely online and it's hard to reach a larger audience with COVID.
- The SPC had no problem approving funding for this project!

Project 2: Mental health in Black Community

- Requesting \$250.
- SPC approved full funding with a budget revision.
- Presented by Jessica.
- This project consists of five students hosting an online workshop in April targeting systematic racial effects in Quebec and Canada.
- The SPC agreed that the work this project is doing is valuable, that the goals they have are strong and that they are helping to form good community relationships.

- The SPC did notice a discrepancy in an amount they were asking for compared to their budget—the SPC asked for a breakdown of that budget line.
 - The SPC asked that they submit a project revision request to compensate for this—Seb and Olivia will approve the revision when it comes in.

Project 3: Lets Talk

- Requesting \$504.75.
- SPC approved full funding with a connection to recruitment.
- Presented by Seb.
- This project consists of a peer mentorship program between Concordia, CEGEP and high school students in the West Island.
- High school students are lacking connections with peers during this time and this project would like to bring university, CEPEG and high school communities together.
 - Their goal is to foster peer mentoring and coaching opportunities given by the older University students to the high school and CEGEP students.
- This project is centred around one event—their funding reset would go towards gift cards to be given to the mentors and mentees.
- The project has the desire to institutionalize this initiative within Concordia.
- The SPC liked that this project responds to a current need.
- The project did not provide a long-term financial plan but the SPC felt comfortable funding the project given their small funding request.
- Rebecca Tittler abstained from the SPC vote because she hadn't gotten a chance to read the application and not because she had an issue with the project.

Project 4: Sex Work Law Reform campaign

- Requesting \$1,200.
- SPC recommends full funding.
- Presented by Jessica.

- This project consists of a letter writing campaign to decriminalize sex work.
- The project created a website where users can find a representative for the area they live in, an email template to send to their representative and resources.
- This project has the goal of involving students to create a safe environment for sex workers, as well as student sex workers—ties to social sustainability.
 - They have a target of 500 emails to be send to officials across Canada.
- The SPC did not make a decision on this project.
- The SPC felt this is a strong project—it’s great to see students working on a campaign like this.
- The SPC felt the number of emails to be sent out could be more ambitious and the SPC also would like a breakdown of the project’s advertising cost.
 - Olivia was able to get that breakdown—the information is in the project application folder.
 - Web development: \$800
 - Advertising on social media: \$190
 - The Board would need to make a decision based on this new information.
- Roy: The only concern [Roy] had with this project was in regards to their sustainability item breakdown, but looking at their updated budget with the lower costs, [Roy] feels comfortable with approving funding and thinks it’s a great project!
- Rebecca Black: Thinks this is a really timely project—this should have been happening for a while now especially given recent events. This is a powerful initiative that needs to be pushed!

Motion to allocate full funding of \$1,200 to Sex Work Law Reform campaign.

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

Project 5: Connect, Communicate, Cultivate

- Requesting \$3,050.
- SPC recommends full funding.
- Presented by Seb.
- This project consists of an initiative to connect food networks in NDG with each other and to the food groups at Concordia.
 - They will have a Google mind map to provide that connection, as well as to provide information about these different groups.
- The project did not identify any other funding sources, but they had strong letters of support, CV's and answered all of the SPC's questions.
- The SPC felt the funding request was fair and that their application was detailed and well-laid out.
- Q (Cassandra): Seems like they have support from Mind.Heart.Mouth, do we know of any other groups they've contacted? Would be good to have those group's needs addressed early on in the project.
 - A (Seb): Not sure if they've contacted any other groups besides Mind.Heart.Mouth. They've contacted the Hive, but we are not sure of any other working groups.
 - Cassandra: People's Potatoes Community Garden could be another potential option?
 - Seb: Not sure if they've contacted them but imagines they would as they are very entrenched in Concordia's food system! Not sure if they've reached out to City Farm School either, but knows it is their intention to do so.
- Seb: Did everyone see the updated budget? They asked for funding for a space rental—contingent on if physical spaces are allowed to be used in the Fall at Concordia.
 - \$200 worth of space rentals and \$300 for refreshments.
- Seb: Olivia confirmed they reached out to the Hive.
- Q (Cassandra): When the SPC recommended full funding was it for the previous amount they requested or for the updated amount?
 - A (Seb): The updated amount—the original amount was sent to us in the drafting phase.

Motion to allocate full funding of \$3,050 to Connect, Communicate, Cultivate.

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

Project 6: Bagatelle (Space Dependant)

- Requesting \$3,300.
- SPC recommends to reject pending more information.
- Presented by Olivia.
- This project requires a significant amount of space—film sets for the film department.
- The SPC thinks this project has a good idea and is ambitious.
- The project did not get back to Olivia following the SPC’s feedback—the SPC wanted to know if the project got in touch with CUCCR.
 - Olivia followed up mid-week to double check if they needed extra support and the project still did not reply.
- The SPC brought up a situation that previously arrived with Mind.Heart.Mouth in the past—it is not a good practice to approve projects that don’t have space approval.
 - The SPC decided that we should update the SAF’s governance handbook to formalize not accepting applications unless their space has been secured and approved.
 - Will update this in the next month and bring it to the next Board meeting.
- Roy: Noticed that the project listed their phase one as being completed—they had bought a vehicle and a space. Seems like they are planning on going forward with their project regardless if they get funding from us or not.
- Roy: Would be good for them to talk to CUCCR as they are doing similar work.
 - Olivia: The best case scenario for this project would for them to become an offshoot of CUCCR where the two can work in silos—CUCCR would most likely be open to collaborate.
 - Seb: CUCCR is very keen on working with and developing projects—worries something is missing here if that hasn’t happened already.

- Cassandra: Has similar concerns as everyone else in regards to CUCCR and facilities management (they are keen on dealing with constructions waste). Is the lack of collaboration because the project is collecting waste from all of Montreal and not just Concordia?
 - Olivia: That is also another concern—the project has their goal set beyond Concordia and, consequentially, SAF wouldn't be the funding body to request funding from if they are not focusing on Concordia students. CUCCR is institutionalized within Concordia but they serve everyone as well.
 - Cassandra: Thought it was strange that there was only one Concordia student listed on the project application and that rest are non-Concordia students. Seems strange that they would be coming to set up shop at Concordia?
- Roy: Do we want to ask them to reapply responding with our concerns?
- Anaïs: Could they reapply at a later time during the project's development when they have more to show for? Seems like they are already going to go forward with the project regardless of our funding. How advanced are they in the project?
- *Rebecca Tittler joins meeting at 2:48 pm.*
- Rebecca Tittler: If they aren't answering our emails, maybe that is our answer?
 - Maddi: With FASA we were having trouble with our Concordia emails not sending to recipients, but if they don't have a Concordia email it's probably just a lack of interest on their part.
 - Brett: Agrees and after hearing everyone's thoughts, [Brett] is feeling more comfortable moving forward with a motion to reject funding this project.

Motion to reject funding Bagatelle pending more information regarding their possibility to connect to other groups at Concordia such as CUCCR as well as pending more information about their budget (who their expert consultant is):

- **Moved by:** Rebecca Tittler
- **Seconded by:** [Name missing]
 - In favour: Jessica, Roy, Katherine, Anaïs, Brett, Maddi, Rebecca Tittler, Cassandra

- Against: None
- Abstain: None
- Motion passed; all approved.

Project 7: Women Solidarity (potential Living Lab)

- Requesting \$3,300.
- SPC recommends to reject and reapply without a research scope.
- Presented by Brett.
- This project is a CEED initiative—we've seen CEED submit projects before related to community, empowerment, communication and development in relation to effectuating positive change in youth communities and working on sustainable community projects in Northern Uganda through internship programs.
- This project consists of a two-part social project done through the medium of an internship aiming to strengthen the capacity of female Quebecois and Columbian entrepreneurs from minority groups running businesses in the cultural sector.
- This project aims to combat poverty, foster equality, combat the intersectional female discrimination that many female minorities face, as well as strengthening core skills in Concordia students.
- The project is looking for funding specifically for gifts and honoraria for the interns.
- The project is partnering with the Loyola College for Diversity and Sustainability.
- This project is not a Living Lab—confusion was created surrounding this as they applied as a Living Lab on Concordia's side but was rejected, so they then applied for regular project funding with us.
- They were able to apply through our regular funding allocations because they are specifically asking for funding for their interns, but SAF does not have a precedent of supporting research-based projects—on one hand the SPC was really excited about this project but because there's no precedent with this kind of situation, the SPC wasn't sure how to proceed with a recommendation.
 - The SPC asked this project to resubmit asking for funding for an area of their project that is not research-based.

- Seb: In regards to the project previously being a Living Lab application, issues came up regarding their goals and targets not being as strong for a Living Lab application, but strong for regular project funding—but then the added issue of us not having a precedent for funding research in our regular project applications came up.
 - We asked them to reapply because we do see the value of this project.
- Rebecca Tittler: My name is on the project because they needed a sponsor for the Living Labs project application and as a research coordinator [Rebecca] felt this project provides good opportunities for the university
 - *Rebecca Tittler will abstain from voting on this project.*
 - Rebecca Tittler: Agrees that this project would set a precedent for SAF to support research outside of the Living Labs projects.
- Q (Roy): Would this project fall under SAF’s Sustainable Research Awards?
 - A (Seb): It could be eligible for that, but whether or not it would receive an award is unsure. This project does tie back to the community of Montreal and would be more appropriate for an SRA rather than our general project funding depending on their ask.
- Rebecca Tittler: Thinks this is a good project but is unsure whether or not it fits into SAF’s mandate to encourage a culture of sustainability at Concordia.
 - The SPC’s recommendation was for the project to structure their funding request so that we would not have to fund the research component of the project—do people want to speak to that?
- Q (Seb): Did the project followup and give an indication as to their willingness to reapply?
 - A (Olivia): When given initial feedback that was one of the first things stated—that us funding their workshop would be more suitable than funding their research. They also didn’t have a student on board the project doing the research in relation to course work, which means the project would not be eligible for the SRA’s, and that they therefore had to apply as a Living Lab. [Olivia] doesn’t think the project won’t happen if we don’t fund it.
- Rebecca Tittler: The project is requesting \$3,000 for interns and [Rebecca] feels comfortable supporting that. These are students doing 120 hours of relevant, useful and hands-on research

that they wouldn't usually be paid for (it would be considered as credited coursework). Seems like those interns will be functioning as research assistants.

- Their internship breakdown was a bit unclear.
- The SPC also had a discussion around the fact that the organization behind the project is a fee-levy organization that has more money than SAF—this funding request for their interns to pay interns may or may not be something SAF wants to do. Paying for a workshop may fit more within SAF's mandate to foster a culture of sustainability at Concordia and provide more benefits for the Concordia community at large.
- Seb: The project is mainly asking for \$3,000, but the additional \$300 would be to cover promotional fees for events and campaigns—it would be possible to support them in other areas apart from the internships.
- Q (Brett): Would it be possible to propose a motion approving the \$300, rejecting the rest of their funding request but leaving them space to reapply asking for funds outside of their research scope?
 - A (Seb): Yes, that sounds like a motion for partial funding! The project can submit a project revision request too if they'd like.

Motion to approve partial funding of \$300 to Women Solidarity to cover the promotional aspect of their project, along with a recommendation to submit a project revision request outside the research scope of their project if needed:

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

Project 8: Land as our Teacher (Living Lab)

- Requesting \$25,000.
- SPC recommends full funding.
- Presented by Seb.

- This project consists of a five-year research project that began in May 2019 looking to engage indigenous youth aged 16 - 29 with land-based pedagogy.
- The project's target goals involve knowledge germination, mobilization, and translation that are laid out in short and long retreats.
- It has been a couple months now that our funding decision for this project has been paused.
 - The project has since tweaked their application by adding their targets and goals given they are applying as a Living Lab.
 - Reference to point 4.3 in regards to their research stream and point 5.3 in regards to their curriculum stream.
- This project has a long-term outlook in impacting curriculum at Concordia—the depth of their network demonstrates the strength of their application.
- The project has secured lots of funding, is connected to many different networks and has professors on board.
- The project provided a breakdown of their budget in terms of what they are asking SAF to fund—in earlier versions of their application they provided a general budget.
 - The project is mainly asking for honorariums for the longer land-based retreats, as well as some food and transport fees.
- Q (Cassandra): Are we funding them for this year only?
 - A (Seb): Yes, we would only be funding them for this first year and they would have to reapply. Their goal is to secure long-term funding from us but we let them know that we are currently only accepting Living Labs funding application on a year-by year basis. This does help us determine what their outlook is—that they would like to secure yearly funding from us.
- Q (Cassandra): Are we confident that they will be able to take part in the activities they've laid out?
 - A (Seb): They were able to hold their first round of programming despite COVID—they have been able to adjust to the current times.

Roy: The SPC minutes express concerns about [name missing] on behalf of the University—could we tentatively approve funding this and wait until we hear back on that decision?

- Seb: They have answered those questions. They did spend the \$42,850 and they are still waiting on funding confirmation from the Ministry of Education—everything else besides our funding them has been confirmed. The start of their project year is mid-April.
- Jessica: Thinks the updated application responds to questions previously had. Funding for the honoraria makes sense and [Jessica] feels like this is an important project that targets a need that they answer to well. Is in full support!

Motion to allocate full funding of \$25,000 to Land as our Teacher.

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

Project 9: Town Hall on Billionaires (Project Revision)

- Requesting timeline and budget changes.
- SPC recommends approval.
- Presented by Olivia.
- We saw this project last month—the major concerns expressed from the Board and the SPC had to do with what aspects of the project’s budget we would be funding.
 - The project has since resubmitted their revision with that information added into their budget.
- The project is asking for an outreach coordinator to organize an event—online or in-person for the Fall.
- The content of the project is the same but the scope and the time of it is different—this project was supposed to be happening this time last year but it has taken them a year and a half to reorganize a town hall that can safely happen alongside COVID.
- The project’s goal is to host this event downtown with speakers and a crowd.

- This project has been approved for funding but they need further approval to continue their project with these changes.
- Jessica: Thinks their breakdown is clear and responds to questions the Board had last month.
- Rebecca Tittler: The SPC talked about them wanting to host a wine and cheese in person and the potential of redistributing those funds if they are not able to host that kind of event to honoraria instead—but that portion of funds is coming from the CSU and not SAF.

Motion to approve the project revision request for Town hall on Billionaires.

- **Moved by:** Roy
- **Seconded by:** Rebecca Tittler
 - In favour: Jessica, Roy, Katherine, Anaïs, Brett, Maddi, Rebecca Tittler, Cassandra
 - Against: None
 - Abstain: None
- *Motion passed;* all approved.
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Project 10: BUYPOC (Project Revision)

- Requesting an additional \$1,000.
- SPC recommends full funding.
- Presented by Olivia.
- Typically we wouldn't have our projects submit in this way but this is a project we received in the past that is the same and happening again. Usually we would ask them to submit a new application—Cinema Politica, for example, typically applies with a docuseries one semester and then reapplies with another of a different theme.
 - This is exactly the same project we are receiving and [Olivia] thought it would be appropriate to have the project resubmit like this, but if the Board would rather see a whole new project application, we can also have them do that.
 - [Olivia] thought that for everyone's time management it would be more efficient this way.
- Olivia put the project's original application in the Google Drive.

- Brett: Has no problem with this application being a project revision request—it is cool to see they had so much success with the first project so much so that they would like to do it again! There is also precedent with this project—their graphic designer is the same. [Brett] has confidence with all the info presented and would be happy with approving funding.
- Roy: Makes sense for them to continue with this project especially given they invested money into their infrastructure and website.
- Q (Roy): Do we have KPI's from the last event they did with us?
 - A (Olivia): 200 students were engaged with the project, 800 people attended their events (the project only expected 500), the project gave 20 BIPOC artists and entrepreneurs a platform, the project sent out over 1100 emails to get people involved, had 100 instagram story shares, the event contributed to the recent shift in buying local and from the BIPOC community, and all 20 businesses made one or more sales which equaled to hundreds of dollars generated in total.
- Rebecca Tittler: If this project was such a success last year, we should fund it!

Motion to approve funding of \$1,000 for the project revision of BUYPOC.

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

Funded \$6,404.74 worth of general projects this month—\$29,538.46 remaining in the allocations budget.

Funded \$25,000 worth of Living Labs projects this month—\$19,683 remaining in the allocations budget.

8. Community Announcements & Ancillary Items

i. [Somewhere Gallery](#)

- Katherine: Runs a small art initiative called Somewhere Gallery with a focus on offering accessible opportunities to emerging artists in Montreal especially those from Concordia.
 - The link provided is of an article written by The Concordian this past week.

ii. [Sustainable Concordia is hiring!](#)

- Brett: This is a great opportunity to be paid for community organizing work! Please apply if you're interested and share with your friends and anyone who would be interested!

1. [External & Campaigns Coordinator](#)

2. [Deadline is this coming Wednesday, March 31st at midnight. Please also tell friends and share within your circles!](#)

iii. [Sustainability Action Panel - Tuesday, March 30th, 12:00-1:30 pm](#)

- Cassandra: The next event of our Sustainability Action Plan panel series is coming up—this is a research panel which Rebecca Tittler will be moderating and speaks to student research.

iv. [Climate Panel Recording](#)

- Cassandra: This is a link to the climate action plan panel recording from our Sustainability Action Plan panel series.
- Abraham: Wants to touch on the land acknowledgement component of our meetings and would like to ask for volunteers for next month's meeting.
 - Roy volunteers.

8. [Adjournment](#)

Motion to adjourn the March 26th, 2021 meeting.

- **Moved by:** Maddi
- **Seconded by:** Rebecca Tittler
- *Meeting adjourned at 3:34 pm.*