

# SAF Board of Directors Meeting Minutes

Tuesday, July 27<sup>th</sup>, 2021

[ONLINE]

**Meeting Time:** 13:00—15:00

**Meeting Facilitator:** Abraham Dawidziak Kiermaier

**Meeting Minute Taker:** Alexia McKindsey

## Members in attendance:

Sebastián Di Poi (SAF)

Duha Elmardi (SAF)

Courtney Witter (SAF)

Faye Sun (CSU)

Rebecca Tittler (Faculty)

Jaime Malone (Intern)

Katherine Parthimos (Intern)

Brett Cox (SC)

Cassandra Lamontagne (Staff)

Jessica Di Bartolomeo (Student-at-large)

## Members absent:

Rebecca Black (SAF)

Dileep Ravi Kodira (CASA/JSMB)

Kelley Boileau (ECA)

Maddi Berger (FASA)

Roy Singer-Shay (Student-at-large)

## 1. Call to Order & Land Acknowledgement

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

- Rebecca Tittler: Mary Simon was sworn in as the new Governor General—she’s the first Indigenous Governor General.
- Abraham mentioned the film “Beans” by Tracey Dear.
- Duha mentioned the book “The Right to Be Cold” by Sheila Watt-Cloutier.
- Abraham delivers the land acknowledgement.

## 2. Review and Approval of Minutes

### a. June 28th, 2021 BoD Meeting Minutes

**Motion** to table the approval of the June 28<sup>th</sup>, 2021 meeting minutes until August's Board meeting:

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

### 3. Review and Adoption of Agenda

**Motion** to adopt the July, 27<sup>th</sup>, 2021 agenda:

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

### 4. SAF General Updates

#### a. Welcome to Duha as project coordinator!

- Goodbye party for Olivia on 8/26 (afternoon)
- Hiring the new project coordinator was a competitive process! Duha has a ton of experience with the Concordia community, data processes and more! The first few weeks was a huge success.
  - Duha works at Sustainable Concordia as the Education & Engagement Coordinator, granting a dual experience with and between the SAF and SC. We have already been chatting about potential links as organizations.
  - Would like to organize something for Olivia as a goodbye party. After speaking with her, we felt that the end of August would be a good time to do something in the afternoon/early evening outside in a park. It would be great to have as many Board members as possible attend. Last year, we did it at the Atwater market, but we could meet up anywhere else.
  - Seb will send everyone the details when decided.

**b. Alexia leaving as minute taker**

- ii. Post will go up next week for a new minute taker!

**c. KPI co-create (quick update)**

- Jaime: Abraham did send out a When2meet but we decided to take the time to complete this process properly before we bring it to the Board instead of rushing through the decision.
  - The process won't happen within the two weeks of the When2meet that was sent around.
- Seb: Similar to those involved in the Strategic Directions process last Summer, this is not something we want to rush.
  - We are trying to make our KPI's more robust by telling a story based on all of the different projects we fund, measuring their impact and ways of engagement.

5. Committee Updates

**a. HR/Governance**

- i. Jessica joins, appointed as chair of HR/Gov.
  - Super grateful for Jessica joining! Katherine switched from a Board member to our graphic design intern, so we don't have her on the HR/Gov committee anymore.
  - The committee is now Jessica, Faye and Seb.
  - Any questions for HR/Gov. can be directed to Jessica or Seb.

- ii. Support staff evaluations

- We are trying to give support staff more support in terms of what we're looking for, give them feedback and notes.
- We will reach out to Board members and staff for these evaluations.

**d. SPC**

- i. \$36,530 carried over from last year - total of \$96,530 for 2021/22
  - The last thing Duha did with Olivia is sit down with Courtney and track down all the expenses from the last fiscal year.

## e. **Marketing/Outreach**

### i. CP3 instagram takeover

- Rebecca Black has been away and Katherine has been taking over Rebecca's role online.
- CP3 is doing a takeover from the 26th - 30th and it is going well!
- Rebecca and Katherine are working on graphics for orientation, getting a tabling kit ready with pamphlets and infographics.
- SAF is celebrating 15 years on March 22 so Katherine and Rebecca are working out interesting designs for that as well.
  - Seb: This will fall in line with the SRA's ceremony.

## 6. Project Funding Allocation (4)

### a. **General Project Funding Budget:** \$96,530

- \$21,500 being requested this month.

### b. **Living Labs Project Funding Budget:** [amount missing]

- \$10,000 is being requested this month.

## Project 1: School Schmool

- Requesting \$3,000.
- SPC recommends full funding.
- Presented by Cassandra.
- QUIRPG and McGill are creating an ad-free, corporate-free, anti oppression, anti-capitalism annual student planner and resource guide. They put one out each year in order to connect students with activism, social and environmental issues affecting students and the greater Tiohtiá:ke/Montreal communities.
- The agenda has three sections: articles and art introducing current issues, a weekly calendar for the academic year and Montreal's historical activist contexts, a resource guide with information about social services and community organizations on campus and in Montreal.

- SAF has funded this project nearly every year since it was launched.
- This year the total cost of the project is \$9,600. The funds requested from the SAF is going towards the printing of 1,200 student planners. Half of these planners will go towards Concordia students and the other half to McGill students.
  - The Concordia planners will contain Concordia-specific resources.
- Their total budget is split evenly between Concordia and McGill—the SPC felt that was fair.
- The SPC enjoyed that the resources the planner contains resources that benefit the community and students, and that the project has lots of community partners. A lot of creation and collaboration went into making this agenda. The project also has a wide reach—the planner will be given out to 600 Concordia students and they will be integrated into QPIRG’s events.
- The project is printing the agendas through an ethical and sustainable supplier—the paper is recycled and uses vegetable-based inks.
- Drawbacks of the project that the SPC found:
  - Neither coordinator is a Concordia student—consists of one McGill student and one McGill student who graduated.
    - The SPC didn’t have a problem with this as the project does involve a lot of collaboration with student groups on Concordia campus.
  - SAF has been funding this project over multiple years.
    - The SPC also felt this was justified as the project is equally useful to students each year as much as the previous years.
- Brett: Is familiar with the agenda and enjoys it a lot. [Brett] appreciates the project and is always impressed with the amount of work and resources that go into it. Based on the SPC minutes and his own experience with the project, [Brett] feels good funding this project.
- Duha: Sustainable Concordia has a resource library and they get copies of School Schmoool that are distribute through the library each year.
- Abraham: Has personally used their agendas and found them quite rad.

**Motion** to allocate full funding of \$3,000 to School Schmoool:

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

## Project 2: EarthBound

- Requesting \$4,665.
- SPC recommends to deny funding.
- Presented by Seb.
- This project consists of a 2-week summer camp, where LGBTQ+ youth from the city will explore physical storytelling and self-expression through experimentation with wrestling and other forms of theatre and performance arts.
- This project is coming from Press Start leaders at Bâtiment 7.
- The project also wants to have a public showcase and has secured funding from the Ville de Montréal.
- The SPC felt this was an awesome project, but also felt their link to sustainability at Concordia was a bit weak. The project has no engagement with students, organizations or departments at Concordia. There are some Concordia alumni working on the project but other than that, the project hasn't tied things back to Concordia.
  - Could be that they relied on the fact that they have support from the Office of Community Engagement and just didn't feel the need to connect further to Concordia.
- The project also has a lot of funding from other places—\$16,500 from the Ville de Montréal for example.
- They are requesting funding for the honoraria given to their administration team, for food and drinks, for their end of camp presentation, for some guest artists and for sound equipment.
- The SPC didn't feel strongly about this project for the sole reason that the project doesn't line up with the expectations of the SAF. The SPC felt that this is an exciting project doing a lot of great work but it's just not a great fit for what the SAF funds.
- Cassandra: The target audience of this project is 16 - 18 year folks.
- Abraham: It is important to distinguish what the goals of the SAF are and how that affects the way our funding can be used. It sounds like an overall cool project.
- Seb: We have given funding to the project leaders at Press Start. [Seb] would've expected them to touch base with us as to how we can support them through our Bâtiment 7 funding, but it seems like they just decided to send in their application and that was that.

- Rebecca Tittler: Is very conscious of the fact that we are spending student's money when considering this project. [Rebecca] had no problem recommending to not fund this project as we can't justify using student fee-leivies on a project that doesn't directly impact students.
- Faye: Suggests we direct the project to the Community Action Fund (CAF) as they are able to fund non-Concordia initiatives.
  - Seb: It is important to encourage the projects we deny in other ways. Would like to see this communicated with them in the rejection email.

**Motion** to deny funding to EarthBound:

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

### Project 3: Menstrual Products

- Requesting \$15,000.
- SPC recommends to re-evaluate with more information.
- Presented by Jessica.
- This project was created by six peer wellness ambassadors and is going to occur over the next year.
- The project aims to provide access to free menstrual products on Concordia campus.
- The project's three main objectives include:
  - Providing reusable menstrual products to students on campus free of charge.
  - Running workshops in the Fall and Spring teaching students how to make their own usable menstrual products.
  - Launch a formal advocacy campaign to have free menstrual products institutionalized and available at Concordia.
- The goals of the project include improving access to anyone who needs menstrual products and making this practice normalized.
- The project aligns with the SAF's sustainability goals and they will be collecting feedback.

- The project has secured support from Campus Wellness & Support Services, Concordia Community Health Services, Concordia Counselling and Psychological Services and they will reach out to other groups.
- Their budget includes \$8,500 devoted towards menstrual cups, \$4,000 towards pads and additional amounts towards shipping and advertising.
- The SPC had lots of positive feedback for the project all around, but requested more information for certain items in their budget.
- New information Duha received from the project and put in the application folder:
  - The \$8,500 for menstrual cups would cover 350 cups at \$25 each.
  - The reusable pads would be about \$7.79 each.
    - They included a note stating that they are getting a discount on the pads.
  - They provided additional quotes and information for the instructor wages and materials for each workshop.
  - They provided a document outlining their advocacy campaign:
    - Making the products available in the main libraries on campus.
    - Start a petition and file a formal request with facilities management.
    - A long term goal to make the products available on both campuses—they have contacts and references that they are planning to work through.
- Q (Jaime): They have a large budget for shipping, did they mention why their shipping costs were so high in their initial application?
  - A (Jessica): There is a Canada Post PDF with shipping quotes in the folder now. The quote states a \$1,317 shipping amount.
  - Faye: They are buying the menstrual cups with coupons and students can buy them online and have them shipped directly to them.
  - Rebecca Tittler: The document explains how they came up with that number.
  - Seb: Had a hard time reading that document as there are four different shipping options.
  - Jessica: The \$1,317 amount is the the non-express option and the cheapest option.
- Q (Jaime): Why are they shipping the packages to their houses instead of Concordia?
  - Duha: They didn't mention why.
  - Rebecca Tittler: That might be problematic under certain health conditions, but students also wouldn't be able to pick up the products from Concordia.



- Faye: The CSU had issues with people picking up DivaCups from them. We couldn't have students come pick them up at Concordia and CSU employees couldn't ship the products out from Concordia either.
- Daye: Thinks this a great project. Seems like we just need to clarify some points with their budget before making a decision.
- Rebecca Tittler: Super excited about this project but would like more information so we are sure of what the SAF will be funding. Would like more detail in their budget.
- Seb: Feels it is important for us to look at the new information they've given us and see how that adds up. The shipping is still unclear. If they are ordering the products individually, the amount they provided is accurate.
- Courtney: Can we give them a recommendation to get sponsored from DivaCup, for example? Knows this has been done before.
- Abraham: Seems like the Board is strongly in favour of this project and just needs clarification on a few points regarding their budget.
- Seb: Wonders if we are rushing to make a funding decision on this project. Everyone seem to be in favour of this project and [Seb] wants to make sure we all have the right information.
- Faye: When CSU did DivaCups we bought them for \$17 each. It's surprising to see that they are paying \$25 for them.
  - Jaime: They aren't buying them wholesale, they are buying them individually.
- Seb: They have 98 packages. Between the cups and the pads there are 800 individual items. Their calculation is right in terms of the shipping quote they provided but [Seb] is still unsure about the 98 number.
  - Faye: Usually one package will have one DivaCup and a few pads.
  - Rebecca Tittler: A package has 9 cloth pads and one diva cup.
- Seb: Packages will be shipped to the individual homes and not at school, that is why they are shipping the products in individual shipments.
- Seb: Our concern now would be, why are the product costs so elevated considering Faye's experience.
  - Faye: Can contact our coordinator at the CSU who ordered the cups last year and find out who they were in contact with at DivaCup.
  - Seb: Öko Creations is the brand for the pads.

- Faye: The CSU got their cups directly from DivaCup and they never ordered menstrual pads, so [Faye] can't speak to the menstrual pads cost. Based on personal experience, that seems like a really good price for the pads.
- Jessica: They are getting a 40% discount on the pads. They do have a contact with someone at DivaCup to have them shipped directly.
- Jaime: Buying a DivaCup in store is about \$40 plus tax. On Amazon they usually range from \$25 - \$50.
  - Seb: Seems like the price is fairly accurate.
  - Faye: The CSU price is from last year and [Faye] will inquire about that. The price they are getting for the cups seems closer to the market price.
- Abraham: Partial funding can be explored today given the Board's positive feedback?
  - Faye: Would still like feedback and clarification from the project before making a decision. Getting that information would increase their chances of receiving full funding from us and avoid us having to reopen the project.
  - Rebecca Tittler: Agrees. We are so close to giving them full funding if we get that extra insight into their numbers. [Rebecca] finds no other fundamental problems with the project.
- Seb: Haven't heard anyone talk about funding for the project's educational component.
  - Rebecca Tittler: Would love to see a breakdown of their workshops costs—seems like the costs are very low. Would like to see quotes and documentation similar to the Canada Post document. This is not a-make-or-break thing, but if we are asking them for more information anyways we can also ask them to clarify that.
  - Fayed: Agrees. The honorarium amounts seem accurate. [Faye] would want to know if they secured people to take on their coordinator positions.
  - Rebecca Tittler: The SAF is not covering those items.
  - Seb: They state who their wellness coordinator is on page 3 of their application, but it's unclear if that is the person also doing the workshop.
  - Rebecca Tittler: Unclear and is not sure if that matters too much.
- Q (Rebecca Tittler): Are the workshops going to be held online or in-person?
  - Duha: They didn't mention.
  - Rebecca Tittler: If they are online, are they thinking of shipping the materials to the people attending and if so, should there be shipping costs associated with that? If they are

online, they probably don't need all those materials but if they are in person that makes more sense. They should have a contingency plan in place if they are in-person.

- Recap of recommendations and information the Board requests from the project:
  - A breakdown of the contents of the packages and how they will be distributed.
  - Getting the project in touch with the CSU's contact at DivaCup in order to potentially get better prices for the cups.
  - Whether or not the workshops will be held in person, a breakdown of the materials costs, how they will be distributing those materials and who will be facilitating the workshop.

**Motion** to request more information and clarification from Menstrual Products based on the points discussed in today's Board meeting:

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

#### Project 4: STAIN Lab (Living Lab)

- Requesting \$10,000.
- SPC recommends reapplication.
- Presented by Rebecca Tittler.
- This project consists of a Living Lab proposal to develop educational programs and supplies for more sustainable dyes, pigments and paints to be used in fine arts.
- Three professors signed onto this project.
- The project will reduce waste in terms of pigments and paints usage and in turn provide more sustainable materials within the Fine Arts department. They plan on running workshops that will help incorporate information into Fine Arts curriculum and a cart that will provide supplies for students.
- The SPC enjoyed this project, but Sabrina within the Office of Sustainability didn't approve it as a Living Lab project, which means we can't consider it for Living Lab funding. The reason it was not approved is because the project doesn't address any of the parts of the Sustainability Action Plan in a convincing way. It is unclear how and at what amount they will reduce waste. A consultation with CUCCR also affirmed this—waste metrics would go through CUCCR.

- The SPC didn't feel like they could recommend this as a Living Lab project with these points in mind and without Sabrina's approval.
- Concerns addressed by the SPC:
  - How they were sourcing materials. The SPC thought it would be a good opportunity for the project to connect with Indigenous Directions to talk about Indigenous plant uses and practice.
  - The project should work through how they can use food waste and invasive species.
    - The project has since addressed most of these concerns.
- Rebecca Tittler: Considering they have addressed more of these concerns, would we be able to approve them for Special Project funding as opposed to Living Lab funding?
  - Their request is mostly going towards funding their coordinator, as well as towards materials for building the cart that will house the plants and project.
  - Seb: A portion will also go towards web design and a social media outreach coordinator and workshops.
  - Rebecca Tittler: Also towards a website to share useful information about sustainable practices, host their workshops and to potentially incorporate these components into curriculum.
- This is a multi-year project and they are asking for start-up funds.
- Seb: Most of their funding is currently pending. They requested some funds from the CSU and an additional \$5,000 request from another funding source is pending. The only confirmed funds they received currently is a donation of \$250.
- Rebecca Tittler: On the fence about this project. Is the additional information they provided enough to approve funding for this project? Concern about them using lichen as part of their sourced material
- Jaime: One thing we forgot to mention is that some of their material is coming from the botanical garden's waste. Sources like this are sustainable. Also seconds Rebecca's concerns about then using lichen.
- Seb: Since we are no longer considering this as a Living Lab project and instead as a Special Project, how does this project foster a culture of sustainability at Concordia?
  - Rebecca: This would be powerful within the Fine Arts department. If we have more sustainable materials available at Concordia it would be good to have this integrated into student's practice, have them graduate and continue to diffuse this out into the world.

- Cassandra: Can see there being a lot of demand amongst Fine arts students for this type of project. DIY is an engaging, hand-on experience for a lot of people. Even if the actual product is not viable for every project, just the experience of doing something in a more alternative and sustainable way is really applicable to a lot of people and would have a good impact on students engaging with this project.
- Seb: Important aspects of this project include the broad range of stakeholders backing them—lends into the feasibility of this project and into just how much this project is supported within Concordia.
- Cassandra: Given their openness to collaborate [Cassandra] wonders if they'd be interested in hooking up with plant connoisseurs at Concordia to gain access to their knowledge and see how they can better implement plants into their product? In terms of what plants to use and which can do more good than others.
- Rebecca: A student contacted [Rebecca] a while back about growing Indigo on campus for dying. [Rebecca] sent the student recommendations for other plants to grow instead that are native to the land and would serve as better alternatives. Using plant waste is fine, but if they are going to be growing plants, we don't want them using species that are not native to the land or native species that are in decline. We can give them that advice.
  - Considering Indigenous participation and how that can lend to which plants they use is important too.
- Jaime: Surprised they didn't reach out to Vanessa in the Fine Arts department. [Jaime] had her as a professor and her research was involved food scraps and dyes.
  - Seb: She was also given a Sustainability Research Award through the SAF.
- Abraham: This project has a lot of cultural and DIY appeal. Concerns come from wanting the project to have deeper associations with people who have knowledge in native ecology. The feeling amongst the Board is that this project could nourish sustainable practices within Fine Arts and further help indigenize the culture at Concordia. Community connectors would need to be cultivated and established. [Abraham] is hearing a lot of enthusiasm and excitement to engage students in a fun way and promote values around sustainability and land acknowledgement on campus.
- Jessica: This is phase 3 of this project. Their first phase was devoted towards research and the project has demonstrated their capacity to do the work and complete the research. This can help assure us that they will implement our feedback.

- Faye: Would like to see the project contact professors who have knowledge about plant waste and dyes, as well as get in touch with Indigenous Directions. [Faye] will compile a list of campus groups that they could consult with to send out along with the recommendations.
- Seb: We reserve the right as a Board to move projects from one funding group to the other depending on the scope of the project. They would not need to reapply if they are moved to the Special Projects funding.
- Rebecca Tittler: Would like to see them make use of the resources available at CUCCR as much as possible, especially when building their cart. They can get materials for free from CUCCR.

**Motion** to shift STAIN Lab from the Living Labs project funding to the Special Projects funding and to allocate full funding of \$3,000 to with the above stated recommendations from the Board:

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

**Funded \$6,000 worth of general projects this month—\$90,530 remaining in the allocations budget.**

**Funded \$0 worth of Living Labs projects this month—[amount missing] remaining in the allocations budget.**

#### 7. Community Announcements & Ancillary Items

- Seb extends his appreciation to the Board for navigating these complex and far reaching projects. We want to make sure we understand every aspect of the projects we consider in order to best inform our decisions. Working together and being patient with each other through that process demonstrates our ability to comprehensively consider projects.
- The role for next meeting's land acknowledgement will be taken on by Abraham.

#### 8. Adjournment

**Motion** to adjourn the July 27<sup>th</sup>, 2021 meeting.

- **Moved by:** Faye
- **Seconded by:** Cassandra
- *Meeting adjourned at 2:57 pm.*