

SAF 2021 Annual General Meeting Minutes

Tuesday, October 12th, 2021

[ONLINE]

Meeting Time: 6:00—20:00

Meeting Facilitator: Abraham Dawidziak Kiermaier

Meeting Minute Taker: India-Lynn Upshaw-Ruffner

Members in attendance:

Sebastián Di Poi (SAF)

Rebecca Black (SAF)

Duha Elmardi (SAF)

Courtney Witter (SAF)

Dileep Ravi Kodira (CASA/JSMB)

Faye Sun (CSU)

Kelley Boileau (ECA)

Jaime Malone (Intern)

Brett Cox (SC)

Cassandra Lamontagne (Staff)

Members absent:

Rebecca Tittler (Faculty)

Maddi Berger (FASA)

Katherine Parthimos (Intern)

Jessica Di Bartolomeo (Student-at-large)

Roy Singer-Shay (Student-at-large)

1. Registration/Opening Remarks and Welcome Surprises

a. Review of motions to be approved

Motion to appoint Sebastian Di Poi as Chairperson, Rebecca Black as scrutineer, and India-Lynn Upshaw Ruffner as Minute Taker.

- **Moved by:** Erik Huang
- **Seconded by:** Willem Burnaby
 - In favour: All
 - Against: None
 - Abstain: None
- *Motion passed;* all approved.

Motion to approve support members as voting members.

- **Moved by:** Georgette Pasquale
- **Seconded by:** Marc-Antoine Poulin
 - In favour: All
 - Against: None
 - Abstain: None
- *Motion passed;* all approved.

Motion to approve AGM Minutes from last year.

- **Moved by:** Olivia Champagne
- **Seconded by:** Willem Burnaby
 - In favour: All
 - Against: None
 - Abstain: None
- *Motion passed;* all approved.

Motion to approve AGM Agenda.

- **Moved by:** Marc-Antoine Poulin
- **Seconded by:** Erik Huang
 - In favour: All
 - Against: None
 - Abstain: None
- *Motion passed;* all approved.

2. The Good Stuff - Hear from the SAF team about the past year, the organization's finances, and exciting upcoming projects!

a. Marketing Committee

i. Hired a Graphic Design Intern

- Funded by Canada jobs

ii. Innovating project coverage during the pandemic using instagram takeovers

- Allowed projects to be showcased in pandemic circumstances

b. Finance Committee

i. Highlights of the past year

- First full year with current financial coordinator
- Focus on incorporating long-term strategic directions with finance committee
- Led a cohesive and involved budgeting process
- Examined past trends at SAF
- Allocation of more funds towards increasing internal resilience of staff (health insurance, additional interns)

ii. Plans for this year

- Continued commitment to financial transparency and accuracy
- Work on further diversification of revenue streams
- Long-term financial goal setting in line with organizational goals

c. Sustainability Research Award

i. SRA Data

- Highest percentage of awards given in food waste category
- Want to increase JMSB participation
- 13 awards were given out, program is growing with record numbers

d. Project metrics

i. Annual Report highlights

- Average amount funded per project: \$2282
- Amount of students engaged total: 3225
- Amount of faculty engaged: 141
- Average cost to engage one student per project: \$17
- Funding requests have remained in normal range
- Received and funded less projects - likely due to pandemic

e. Partnerships

i. Living labs at Batiment 7

- 2-year initiative to engage community members in Pointe-Saint-Charles and students through project support.
- Provides opportunities for experiential learning while collaborating on meaningful projects that embrace sustainability and community action
- Partnership has ended in August 2021
- Second year: funded 9 projects, total of \$26,550 allocated. Projects had a wide variety of themes including ecological art therapy, food insecurity, and performative theatre workshops.
- Lack of anchored presence at Batiment 7 made it difficult for SAF to continue to have strong community engagement and fund projects, they decided to not renew their contract with Batiment 7
- Considering what to do with leftover funding from the project, maybe be doing a community facing funding pool to celebrate 15 years at SAF, information incoming this year.

ii. Sustainability Living Labs Funding Program at Concordia University

- 5 year matching fund between concordia and SAF.
- Goal of partnership is to respond to Concordia's five year Sustainability Action Plan through the funding of projects
- Year 1: Funded three projects: Concordia Precious Plastics, Mind.Heart.Mouth., and Land as Our Teacher, total of \$69,545 allocated. Received \$50,000 donation from CSU in May 2021

d. Finances 2020-2021

i. Overview of financial controls at SAF

- All financial statements are available to the public to view on the SAF website

- Financial highlights: Diversified funding options, continued success with Batiment 7 and research awards, Increased transparency through access to financial information and increased reporting, streamlining functions to decrease manual workload in financial management
- Overview of budget draft document with attendees

3. Board of Directors Elections and Appointments

a. Association/Student Group Appointments

i. CSU Executive Seat

Motion to ratify Faye Sun in the CSU Executive Seat as the student association appointment on the SAF Board of Directors.

- **Moved by:** Marc-Antoine Poulin
- **Seconded by:** Georgette Pasquale
 - In favour: All
 - Against: None
 - Abstain: None
- *Motion passed;* all approved.

ii. JMSB/CASA Seat, Concordia Faculty Seat, and CSU Council Seat

Motion to elect Sai Parveen in the JMSB/CASA Seat, Mitchell McLarnon in the Concordia Faculty Seat, and Chris Vacarella in the CSU Council Seat on the SAF Board of Directors.

- **Moved by:** Marc-Antoine Poulin
- **Seconded by:** Olivia Champagne
 - In favour: All
 - Against: None
 - Abstain: None
- *Motion passed;* all approved.

iii. GSA/Graduate Student Seat

Motion to elect Julia Maksymetz in the Graduate Seat on the SAF Board of Directors.

- **Vote done by Zoom poll**
 - In favour: All
 - Against: None
 - Abstain: None
- *Motion passed;* all approved.

iv. Arts and Sciences Federation Association (AFSA/FAS)

Motion to elect Georgette Pasquale in the AFSA Seat on the SAF Board of Directors.

- **Vote done by Zoom poll**

- In favour: All
- Against: None
- Abstain: None
- *Motion passed;* all approved.

v. FASA/Faculty of Fine Arts

Motion to elect Willem Burnaby in the FASA Seat on the SAF Board of Directors.

- **Vote done by Zoom poll**
 - In favour: All
 - Against: None
 - Abstain: None
- *Motion passed;* all approved.

vi. Concordia Community Member

Motion to elect Erik Huang in the Concordia Community Member Seat on the SAF Board of Directors.

- **Vote done by Zoom poll**
 - In favour: All
 - Against: None
 - Abstain: None
- *Motion passed;* all approved.

4. Adjournment

Motion to adjourn the [October 12th, 2021] meeting.

- **Moved by:** Marc-Antoine Poulin
- **Seconded by:** Willem Burnaby
- *Meeting adjourned at 20:40 pm.*