

SAF Board of Directors Meeting Minutes

Wednesday January 12th, 2022

[ONLINE]

Meeting Time: 17:00- 19:00

Meeting Facilitator: Abraham Dawidziak Kiermaier

Meeting Minute Taker: India-Lynn Upshaw-Ruffner

Members in attendance:

Sebastián Di Poi (SAF)
Duha Elmardi (SAF)
Courtney Witter (SAF)
Rebecca Black (SAF)
Brett Cox (Sustainable Concordia)
Jessica Di Bartolomeo (Student-at-Large)
Faye Sun (CSU)
Erik Huang (Community)
Roy Singer-Shay (Student-at-Large)
Julia Maksymetz (GSA)
Willem Burnaby (Fine Arts)
Christopher Vaccarella (CSU Council)
Sai Praveen Gudichuttu (CASA/JMSB)
Georgette Pascual (Arts & Science)

Cassandra Lamontagne (Concordia Staff)

Members absent:

Kelley Boileau (ENG)

Mitchell McLarnon (Concordia Faculty)

1. Call to Order & Land Acknowledgement

a. Sign up for next meeting

2. Review and Approval of Minutes

a. [December 1st, 2021] BoD Meeting Minutes

Motion to approve the [December 1st, 2021] meeting minutes:

- **Moved by:** Erik
- **Seconded by:** Christopher
 - In favour: Majority

- Against: None
- Abstain: 1
- *Motion passed*; approved.

3. Review and Adoption of Agenda

Motion to adopt the [January 12th, 2022] agenda:

- **Moved by: Roy**
- **Seconded by: Willem**
 - In favour: All
 - Against: None
 - Abstain: None
- *Motion passed*; all approved unanimously.

4. SAF General Updates

a. Board member seat change for Julia Maksymetz

i. Discussion

- Julia is the grad student rep. On SAF Board, but she recently graduated her program
- She didn't necessarily feel comfortable representing graduate students having graduated
- Precedent is that the person stays on in their position, but since it is quite soon after her mandate started, Julia and Seb wanted to bring the discussion to the board to see their thoughts
 - Seb believes Julia can still fulfill her duties as the grad student representative
 - Her seat would be in place until this coming Fall's AGM
- Board does not seem to have issues with Julia remaining in her position
- Topic for amendment to constitution to address this in next HR meeting, will be brought up in next board meeting

5. Committee Updates

a. HR/Governance

i. Professional development requests

- Approved a course for data analytics at JMSB for Courtney to improve SAF financial data
- Professional development master class for Duha to go beyond land acknowledgements

ii. Cost of Living assessment *voted and approved*

- Occur every year in January, result in increase of staff salaries in alignment with consumer price index inflation

iii. Abraham Kiermaier contract renewal

- In the process of renewing their contract

iv. ED Term limits

- [Options](#)
- [Hr/Gov committee meeting minutes for reference](#)
- Looking into term limits, a five year term limit was brought up. HR committee did not feel comfortable having term limits for part time staff, and were not conclusive on their ideas for the term limit for the executive director position
- Spoke to CEED who have an executive director position at Concordia: theirs is a 3 year term that can be renewed annually after the 3rd year for unlimited renewals
- HR committee options, they supported extending the term or eliminating term limits all together.
 - Option 1: 3 years and yearly renewal until 5 years are reached. Max term limit of 5 years but initial term of 3 years. Allows for natural turnover of the position
 - Option 2: 3 year term with annual renewal after 3rd year and no limit for renewals, like at CEED
 - Committee didn't feel this would be abused due to staff evaluations and performance reviews
- Cassandra: what are the relative benefits of each option? Anything else the board should consider?
 - Seb: 3 years felt short, and having it longer than 3 years allows the person in the position allows them to complete the strategic directions they are working towards as well as help the organization develop new ones
 - Courtney: agrees in a longer term, brings up the question of what it would mean for finances (con as unlimited renewal). But she doesn't see it as an issue due to natural turnover of position
- Erik: When will a decision be made? Seb: will be in 3rd year in October, so he doesn't want to impose a motion but wants to bring up the topic for discussion to see what the board feels
- Cassandra: expand on process for yearly renewal position, how is decision reached
 - Seb: part of evaluation process done yearly a month before the persons contract ends
 - Decision reached by HR committee by using self evaluations and peer evaluations, ad the committee considers if the person in question wants to continue for another year

b. SPC

i. Regular project funding budget: \$49,337

ii. Living Labs budget: \$97,293

iii. 2 revision requests, one approved, one pending invoices

iv. Discussed questions that came from the Solvent Recovery Initiative about releasing their remaining fund (7k)

c. Finncomm

i. Last semester budget vs. actuals review

ii. Cost of living adjustment discussion/vote

iii. Staff wage subsidy options going forward- discussion

iv. [meeting notes here for reference](#)

d. Marketing/Outreach

i. Share [Grant Writing 101!](#)

6. Project Funding Allocation (7 projects to review)

a. Regular Project Funding Budget: \$[49,337]

b. Living Labs Project Funding Budget: \$[97,293]

Project 1: [[Buckskin Babes](#)]

- Revision request, changes in what SAF is paying for.
- Requesting more information
- Presented by [[Duha](#)]
 - Notes
 - Amount stays the same, but allocation to individual aspects of the project changed
 - SPC doesn't see issues, just want to see invoices

Project 2: [[Hydroponic Capstone](#)]

- Revision request, requesting \$[271.81] (increase in total budget from \$355 to \$626.81).
- Approved
- Presented by [[Duha](#)]
- Notes:
 - Want an increase in funds to avoid purchasing equipment from amazon, found it locally

for more money and the SPC agreed to fund them

Project 3: [Reform Canada's Temporary Foreign Worker Program (TFWP) Panel]

- Requesting [\$1,250]
- Requesting more information
- Presented by [Cass]
 - Notes
 - One time event scheduled for Feb 1st, originally going to be in person event as well
 - Includes a panel of up to 5 speakers, put on as a requirement for the course SCPA301, where students had to put on a panel on the topic of immigration
 - The topic of their panel would be on Canada's charter of rights and freedom as applied to the contemporary workers program: found it was exploitative program for many reasons, especially in the context of a pandemic
 - Students want to highlight the problems with this program notably in agriculture, and bring in speakers to discuss ways to reform the program
 - Budget would include honorariums: \$250 per panelist, other sources of funding already confirmed for audiovisual equipment and food and drink
 - SPC wants more information: weren't confident to be able to be held in person, confirmed it was online, next concern about budget, since the other money would not be necessary in an online scenario
 - Responding to Duha: if they could still receive the full funding from SAF, the money would be used for draw prizes for attendance. Funding later was revised to be used for draw prize donations and social media advertisement
 - Concerns about promotion and participation, but currently have 62 people registered to attend
 - All panelists confirmed for the event: 1 moderator and 3 panelists
 - Eventbrite registration
 - Roy: Feels comfortable giving full funding, but is concerned with advertisement on social media due to its rules on political content
 - Students have support to run the online event from their professors, Erik: can we bring some more support to them for hosting online events? If their funding lines up with the speakers, Erik is comfortable funding the project
 - Seb: The project is coming together nicely and quickly. In support of the project but needed crucial details of panelists and relocation of funds. Likes their creativity
 - Uncertain about final \$250 from \$1,250, where is it going/who is the panelist
 - Duha will ask for clarification

Motion to approve the funding of [\$1,250] to the [Reform Canada's Temporary Foreign Worker Program (TFWP) Panel] as payment for the honorarium of one moderator and four panelists that were confirmed.

- **Moved by:** Erik
- **Seconded by:** Willam
 - In favour: All

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

Project 4: [Business Beyond Tomorrow (BBT) Conference - JSEC]

- Requesting [\$2,000]
- SPC recommends to deny funding
- Presented by [Brett]
 - Notes
 - Event organized annually by John Molson Sustainable Enterprise Committee (JSEC), designed to facilitate the discussion of ideas surrounding sustainable business
 - Attended by nearly 200 individuals last year
 - Full day of panels and hands on workshops by business professionals
 - Give future leaders opportunities to think beyond profits and towards sustainable practices
 - Original application wanted a larger space for covid distancing
 - SPC concerned about lack of budget because it would be online, and there would be no venue
 - SPC concerned about other sponsors for the event, NBC and Business development Bank who both have investments in the CJL and Kinder Morgan pipelines. SAF isn't comfortable co-sponsoring them. Some content of the conference geared towards these banks
 - For such a well known event, it was concerning they didn't have a venue, and the event was taking place soon after the application was submitted
 - SAF committee recommended no to have the event in person
 - JSEC responded that the event will be held online, and funding will go towards event marketing and eco-friendly prizes. They reassured that the two funding sources who support oil pipelines are the only sources they secured funding from who support venues like that
 - They are optimistic that they can have it in person, its confusing in the context of their updated budget
 - Brett: not comfortable providing funding, bc co-sponsors and supporting content from places like the national bank. Disappointed for lack of details on their funding sources, as it wasn't clear that they exhausted their limits on searching for alternate funding
 - Georgette: uncomfortable with supporting the project
 - Erik: Barring sponsorship stuff, he sees lots of logistical red flags so he would vote no for that. But he would be ok with the sponsorships from those banks contingent on SAF doing research on what exactly is entailed in the sponsorships, and how visible they are in the conference. Believes impact of the co-sponsors wouldn't be a huge deal as long as they were not highly advertised, and that the content of the conference itself being very aligned with sustainable goals. Although he disagrees with the showboating nature of the event, and still says no to funding it
 - Faye: Agrees with Erik, if they provided more conditions on how they will use the money (like donations to BIPOC business etc.) which would be reappropriating resources to

communities who need it. Banks pay of indigenous groups to do greenwashing, and it is often a dilemma because the money is needed. Take the money, but be mindful and intelligent about how you use it. Educate the people at the event about the truth about the companies sponsoring the event

- Willem: had similar thoughts relayed by Erik and Faye, regarding bringing awareness to how the money is being used and if its effecting the content of the actual event. During SPC meeting, thought it might be good to bring up the structure about conflicting sponsors, and if SAF develop a system for what to do when other funding sources conflicts with SAF values
- Roy: Thinks its a bad application in general due to a confusing budget, and the NBC workshop as part of the event shows clear support for that bank

Motion to deny the funding of [\$2,000] to the [Business Beyond Tomorrow (BBT) Conference - JSEC].

- **Moved by:** Roy
- **Seconded by:** Erik
 - In favour: All
 - Against: None
 - Abstain: None
- *Motion passed;* all approved unanimously.

Project 5: [Healing Through Art Days - Black Healing Centre]

- Requesting [\$2,500]
- SPC recommends to approve full funding
- Presented by [Seb]
 - Notes
 - Projects aims to create a physical center for art to foster Black healing
 - Want a hybrid model with in person activities and remote ones
 - SAF felt it deals with pressing needs and isolation problems that are especially present in the pandemic, ties in well with the goals of SAF
 - Received support from the Black Perspectives Office of Concordia, as well as the CSU, and the Art Hive
 - SPC motioned to recommend full funding
 - Received updates: initially 3500, now 2500, paying for space rental and art materials. Space secured is owned by a Black femme business owner that offeres holistic services: wheelchair accessible, kitsch, and 15 people for covid measures. Off-campus space, not subject to concordia regulations
 - Workshops held every last saturday of the month, giving food giftcards to virtual participants. Mailing art materials to people who can;t go in person
 - Board was happy with the project, supported it

Motion to approve full funding of [\$2,500] to the [Healing Through Art Days - Black Healing Centre].

- **Moved by:** Chris

- **Seconded by:** Willem
 - In favour: All
 - Against: None
 - Abstain: None
- *Motion passed;* all approved unanimously.

Project 6: [JMAS Tax Clinic]

- Requesting [\$5,000]
- SPC recommends to approve full funding
- Presented by [Georgette]
 - Notes
 - John Molson accounting society: yearly event to help students and community to get help with their taxes, gives help to low income individuals
 - Run on a volunteer basis, help students and community members get their taxes done
 - Last in person event was held 3 years ago in person, has been online since then
 - Money will be for equipment and software
 - SPC had questions about outreach: social media to recruit volunteers, class announcements. Contracts for volunteers will be made shortly, and will be trained with videos
 - Budget difference from last year is due to money from personal team budget
 - Erik: How many students would this help?
 - Georgette: 250-300 people, 250 were students. Erik believes that its worth it since it helps so many people, and based on the standard price for taxes, it is a great value for the money (free)
 - Project wants to evolve in the future to connect with the old mission brewery
 - Chairperson: why does this speak to SAF's values?
 - Erik: precedent of funding them in the past for \$5000
 - Georgette: aligns with social justice causes, and easing financial difficulties of students and community members
 - Chris: Shows low income students tax credits and benefits they can receive
 - Willem: Given the pandemic, being able to save money on taxes is great for students and the community, and aligns with SAF values
 - Seb: fills a knowledge gap for many people, we dont learn taxes growing up, so this project is doing a successful job of filling this knowledge gap. Very strong project

Motion to approve full funding of [\$5,000] to the [JMAS Tax Clinic].

- **Moved by:** Roy
- **Seconded by:** Willem
 - In favour: All
 - Against: None
 - Abstain: None
- *Motion passed;* all approved unanimously.

Project 7: [Greenhouse Microgreens Program]

- Requesting [\$6,440.88]
- SPC recommends to approve full funding
- Presented by [Willem]
 - Notes
 - Consists of 3 students and a faculty member, not yet a student group
 - Want to restart a microgreens initiative in the concordia greenhouse
 - Primarily selling to the hive cafe
 - Selling to concordia members as well, and wants to grow to sell more
 - Have support letters from the Concordia Greenhouse and the Hive and Concordia Food Coalition
 - Funding will go to initial infrastructure of program (supplies, seeds etc.), and some wages
 - Want to build a solidarity cooperative with other urban agriculture organizations
 - Want to offer workshops and internship opportunities for students
 - SPC liked project, but had some questions
 - Sourcing for seeds: not being sourced locally. Project couldn't find any companies in Quebec that were producing the quantities they were looking for. Seeds they are getting are from Saskatchewan
 - In the budget there's no revenue embedded. Funding from SEIZE, greenhouse and SAF
 - With covid updates, looks like they won't be able to sell to the hive and students since the campus is closed. Will be donated to peoples potato if campus remains closed
 - Any revenue will go to overhead costs next semester
 - Slight discrepancy in budget: \$140 unaccounted for, but SPC feels its not a huge deal since it would be used in their costs: discovered small things in budget where it added up
 - Julia: worried about seed costs due to campus being closed and the Hive not buying produce. Supports the project and believes it should be revived. Marketability of seeds was a problem in the past
 - Seb: believes microgreens can be marketed to CSA (community supported agriculture) and sold well. But how will you get microgreens to people?
 - Erik: would reject the funding, because of the timing of germination. It would make more sense to get everything ready for september instead of the summer, since the hive wouldn't be as active in the summer
 - Correction by those with knowledge of seeds: Only takes 14 days for microgreens to germinate, not 17 weeks so the project could begin running as soon as 3 weeks from funding received

Motion to approve full funding of [\$6,440.88] to the [Greenhouse Microgreens Program] with the condition that they grow as much as they expect there to be demand.

- **Moved by:** Erik
- **Seconded by:** Willem

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

7. Community Announcements and Ancillary Items

a. None for this this meeting

8. Adjournment

Motion to adjourn the [January 12th, 2022] meeting.

- **Moved by: Willem**
- **Seconded by: Roy**
- *Meeting adjourned at 7:00 pm.*