

## **SAF Board of Directors Meeting Minutes**

**Tuesday June 21st, 2022**

**[ONLINE]**

**Meeting Time:** 16:00- 18:00

**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)

Brett Cox (Sustainable Concordia)

Jessica Di Bartolomeo (Student-at-Large)

Roy Singer-Shay (Student-at-Large)

Julia Maksymetz (GSA)

Christopher Vaccarella (CSU Council)

Sai Praveen Gudichuttu (CASA/JMSB)

Georgette Pascual (Arts & Science)

Cassandra Lamontagne (Concordia Staff)

### **Members absent:**

Rebecca Black (SAF)

Erik Huang (Community)

Willem Burnaby (Fine Arts)

Sean Levis (CSU Sustainability  
Coordinator)

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. [May 27th, 2022] BoD Meeting Minutes**

**Motion** to approve the [May 27th, 2022] meeting minutes:

- **Moved by: Georgette**
- **Seconded by: Praveen**
  - In favour: 5

- Against: none
- Abstain: Cassandra, Jessica, and Brett
- *Motion passes*

### 3. Review and Adoption of Agenda

**Motion** to adopt the [June 21st, 2022] agenda:

- **Moved by: Brett**
- **Seconded by: Julia**
  - In favour: all
  - Against: none
  - Abstain: none
- *Motion passes unanimously*

### 4. SAF General Updates

#### **a. SAF / OCE Partnership Updates**

- i. Discussion of partnership with office of community engagement
- ii. Will take longer to develop the program
- iii. Will apply for more funding with external contacts, not enough funds in operational budget
- iv. Will launch early 2023, promotions begin in the fall
- v. SAF needs to fundraise

### 5. Committee Updates

#### **a. HR/Governance**

##### i. Finance Coordinator position expansion

- Approved by HR, needs BoD approval

**Motion** to approve the finance coordinator position expansion job description.

- **Moved by: Julia**
- **Seconded by: Roy**
  - In favour: all
  - Against: none
  - Abstain: none
- *Motion passes unanimously*

ii. [Communications Coordinator Job posting](#)

- Rebecca is leaving position
- Want to get someone with graphic design experience as well as coms
- Approved by HR, needs BoD approval

**Motion** to approve the communications coordinator job description

- **Moved by: Georgette**
- **Seconded by: Julia**
  - In favour: all
  - Against: none
  - Abstain: none
- *Motion passes unanimously*

iii. [SAF Hiring Policy \\*Draft\\*](#)

iv. [HR/Gov minutes](#)

**b. SPC**

i. Regular project funding budget: \$71,001.59 - (10,401.59 rolled over + 60k allocated + 600 re-allocated)

ii. Living Labs budget: \$97,075 - (\$25,075 rolled over + 72K allocated)

iii. Updated Project By expenses [sheet](#)

iv. Summer call-outs

- Food and gardening
- clean cities/transit oriented development

**c. Finncomm**

i. Updating documents for the new fiscal year

ii. 2 small grants came through.

- ~3.7K EcoCanada (for staff hours)
- 1.5k digital lift (for upgrading software)

**d. Marketing/Outreach**

i. Th3rdplace takeover last week

ii. Black Healing Centre takeover this week

iv. Communications Coordinator job posting going up tomorrow

**6. Project Funding Allocation (8 projects to review)**

**a. Regular Project Funding Budget: \$[71,001.59]**

**b. Living Labs Project Funding Budget: \$[97,075]**

**Project 1: [Summer Academics Research & Campaigns Position]**

- Request for \$1,000
- Deny funding (decision made)
- Presented by [Seb]
  - Notes
    - With AFSA
    - Want to create 2 positions: lack of institutional memory in student union structure
    - More sustainable structures that address diversity and inclusion
    - \$15/hr for 8/hrs a week for 8 weeks
    - SPC thought the positions were not well thought out
    - Insight from Chris: CSU are normally teaming up with other orgs and fee levi groups to do the same work. This work is part of the executive's mandates already in CSU
    - Felt odd that AFSA wasn't aware of CSU's resources
    - Also issues with \$15/hr, not really a living wage with inflation

**Project 2: [Sustainable Concordia]**

- Request for \$1,349.05
- Approved full funding
- Presented by [Georgette]
- Notes:
  - Money for a two day retreat where they will be addressing issues of people experiencing burnout and the turnover issues. They want to reevaluate their vision on their 20th anniversary
  - Public transport, food and beverage
  - Approved funding due to the difficulties they've been experiencing in the pandemic, and it would be great for them to reconnect and find ways to better work together through this retreat

### Project 3: [Where They Stood: The Animated Series]

- Request for \$8,625
- Approve full funding pending cost estimate proof
- Presented by [Duha]
- Notes:
  - By the BCRC the black community resource center
  - Want to recruit black youth to create an animated series based on the evolution of black speaking orgs in montreal
  - Youth will have coursework with company called toonboom and they will learn animation techniques and have support for the first 5 episodes
  - Encouraging concordia students as mentors and participants
  - Backed by Dr.Clarence Bane and Mitchell McClaren, have been working with concordia film animation program
  - Waiting for more funding from the federal govt and others
  - 6000 for character rigging, honoraria and toon boom
  - SPC really liked project and thought it was a great initiative
  - SPC wanted to see invoices showing proof of the prices, Duha said they do not have an official invoice but they did share the emails showing that it would cost \$2,025, but they feel that there would be a lot more interest than they expected so there would be a higher cost. Certification costs \$75 per student from Toon Boom
  - Cassandra: Character rigging? Duha: moving the animated characters
  - Duha: project leaders provided plans for character rigging, asking SAF to cover \$6000 of the total \$7000
  - Georgette: really likes the project, Cassandra and Julia agree
  - Roy: good project and Concordia connections and student involvement

**Motion** to approve funding of [\$8,625] to the [Where They Stood: The Animated Series] project.

- **Moved by: Julia**
- **Seconded by: Georgette**
  - In favour: all
  - Against: None
  - Abstain: none
- *Motion passed; unanimously approved*

### 7. Community Announcements and Ancillary Items

- a. **SAF Strategic Retreat (end of June/early July)**
  - i. July 22nd (Friday) 3-7pm

## 8. Adjournment

**Motion** to adjourn the meeting.

- **Moved by: Brett**
- **Seconded by: Georgette**
  - In favour: all
  - Against: None
  - Abstain: none
- *Motion passed; unanimously approved*

*Meeting adjourned at 17:00.*