

SAF Board of Directors Meeting Minutes

Thursday August 4th, 2022

[ONLINE]

Meeting Time: 15:00- 17:00

Meeting Facilitator: Abraham Dawidziak Kiermaier

Meeting Minute Taker: India-Lynn Upshaw-Ruffner

Members in attendance:

Sebastián Di Poi (SAF)

Duha Elmardi (SAF)

Brett Cox (Sustainable Concordia)

Jessica Di Bartolomeo (Student-at-Large)

Julia Maksymetz (GSA)

Christopher Vaccarella (CSU Council)

Sean Levis (CSU Sustainability Coordinator)

Georgette Pascual (Arts & Science)

Kelley Boileau (ENG)

Cassandra Lamontagne (Concordia Staff)

Members absent:

Courtney Witter (SAF)

Katherine Parthimos (SAF)

Erik Huang (Community)

Roy Singer-Shay (Student-at-Large)

Willem Burnaby (Fine Arts)

Sai Praveen Gudichuttu (CASA/JMSB)

Mitchell McLarnon (Concordia Faculty)

1. Call to Order & Land Acknowledgement

a. Sign up for next meeting

2. Review and Approval of Minutes

a. [June 21st, 2022] BoD Meeting Minutes

Motion to approve the [June 21st, 2022] meeting minutes:

- **Moved by: Julia**
- **Seconded by: Chris**
 - In favour: all

- Against: none
- Abstain: none
- *Motion passes unanimously*

3. Review and Adoption of Agenda

Motion to adopt the [August 4th, 2022] agenda:

- **Moved by: Chris**
- **Seconded by: Cassandra**
 - In favour: all
 - Against: none
 - Abstain: none
- *Motion passes unanimously*

4. SAF General Updates

a. Strategic retreat rescheduling

ii. Thursday the 25th 4-7pm

b. Katherine Parthimos as new Communications Coordinator

i. Ratification needed by BoD

Motion to ratify the hiring committee's decision to hire Katherine Parthimos as Communications Coordinator at SAF.

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

5. Committee Updates

a. HR/Governance

i. SAF JEDI Policy

Motion to approve the SAF JEDI Anti-Oppression policy.

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

ii. SAF Hiring Policy (additions in yellow)

- Question: expand on creating a google form vs. CV and cover letter?
 - Seb: Could make application more equitable as their application can be expressed in unconventional ways (ex: video, long form questions etc.). Kind of a pre-interview as a part of the process. Its an evolving document that can be modified as better strategies are leaned for equitable employment
 - Sean: likes that it expands accessibility

Motion to approve the SAF hiring policy.

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

iii. Health and Wellness Policy (additions in yellow)

- Brett: Question about request form, and overlapping with statement later in the document
 - Change made in doc
- Chris: could we add “such as but not limited to” wording on health expense, to both give an idea for people of what to use that money for, but not feel restricted
 - Seb: lets keep the current wording as per the committee agreed on as they saw that they didn’t want to apply any pressure or make people feel like they were walking on eggshells asking what the expense could be used for

Motion to approve the SAF Health and Wellness policy and its changes.

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

iv. Timesheets

- Fixed hours versus timesheets
- Fixed hours will make employee's lives easier, didn't feel it necessary to go over all of the individual activities of each employee
- Outcome of goals set out at start of position, versus day to day activity log to measure success and growth

b. SPC

i. Regular project funding budget: \$61,027.54

ii. Living Labs budget: \$97,025

iii. Revision Request CP3

- Seb and Duha already approved, but there weren't any changes in the budget. CP3 wanted to transfer the money to their internal account to purchase materials.

c. Finncomm

i. No updates

d. Marketing/Outreach

i. No updates

6. Project Funding Allocation (8 projects to review)

a. Regular Project Funding Budget: \$[61,027.54]

b. Living Labs Project Funding Budget: \$[97,025]

Project 1: [Sustainable Concordia staff retreat]

- Approved for \$1,349.50, actual expenses are \$1,645.10. Requesting \$295.60 more.
- SPC recommends to approve revision request
- Presented by [Seb]
 - Notes
 - Needed an extra hour for a location rental, car rental service and gas more expensive than planned. Less that was needed than planned for food
 - SPC felt comfortable with revision, numbers were clear, informally approved the request

Motion to approve the revision request of [\$295.60] to the [Sustainable Concordia Staff Retreat] project.

- **Moved by: Cassandra**
- **Seconded by: Sean**
 - In favour: majority
 - Against: None
 - Abstain: Brett
- *Motion passed;* approved

Project 2: [Black Women in STEM: Video Documentary]

- Request for \$1,500
- SPC recommends funding
- Presented by [Brett]
- Notes:
 - Led by SEED Concordia
 - Provide funding and training to 6 students to create a documentary following 4 Black women in STEM in Montreal
 - SPC really liked it, very well organized and amount of support is incredible for students
 - Questions: wanting to see more specific numbers on items in budget. They got back to Duha about the expenses: exact expenses depends on shot list, most equipment will be rented within concordia but may have to rent form outside concordia
 - Info about the film festival: research for the festival is one of the internship tasks
 - It's not the end of the world that they don't have the numbers, since they want to have the involvement of student interns in those decisions.
 - Christopher: will be abstaining
 - Julia: internship opportunity is so important and looks like a great project
 - Cassandra: loves it to, centered student experience when thinking through the project and the documentary topic. Strange that interns are unpaid, also STEM women interviewed don't have an honoraria
 - Duha: have requested other funding sources, and they also have \$1500 front heir own budget
 - Cassandra: how much are they requesting from the BIPOC committee?
 - Duha: will ask to confirm
 - Julia: seconds asking about honoraria, believes that the skills of interns and organizers should be recognized. Believes we should approve funding and ask further questions
 - Brett: agrees, Sean: agrees

Motion to approve funding of [\$1,500] to the [Black Women in STEM: Video Documentary] project.

- **Moved by: Brett**
- **Seconded by: Georgette**
 - In favour: majority
 - Against: None
 - Abstain: Christopher
- *Motion passed;* approved

Project 3: [Legacy: Activating and celebrating the legacy of Black student culture & activism at Concordia]

- Request for \$5,000
- Recommendation to approve funding
- Presented by [Duha]
- Notes:
 - In conjunction with concordia's 50th anniversary
 - Black students are organizing this program. Community mobilization, celebrating black student activism at Concordia
 - Featuring Black student artists and tabling of Black orgs
 - 12-20 students exhibiting works, 16 organizations, 50 student participating in events
 - Money will cover honoraria for organizers
 - Georgette: loves that they are highlighting Black excellence at Concordia
 - Cassandra: so cool and so many opportunities for students, very organized and well thought out for students. Important subject
 - BPO as approved \$10,000, \$3,000 pending from CSU

Motion to approve funding of [\$5,000] to the [Legacy] project.

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

Project 4: [Market Garden Internship Program (Coop CultivAction) - Living Labs]

- Request for \$7,500
- Recommendation to approve funding
- Presented by [Seb]

- Notes:
 - Want to build on their project cultivating green spaces
 - Want to provide internships for students in urban farming
 - 2 students at the farm, one marketing, one microgreens
 - Critical food studies internship for students
 - SPC questions:
 - SPC funding? Coming from office of sustainability
 - CSA baskets? Run by CultivAction, CFC are other baskets
 - Honoraria? Can we increase the budget of interns? Organizers didn't want to ask for too much, modest with application but would increase it if possible by SAF
 - LOYC 420 class, internship for credit
 - Will it be engaging with indigenous groups? Project is grappling with that question, and having linked up with some indigenous orgs at Concordia, want to offer in kind services. Have donated a significant amount of food to Resilience montreal. Want to participate with SAF regarding indigenous sovereignty and winter workshops
 - Project organizers chose 13 sustainability topics, but chose top 3
 - Project has gone to Sabrina, and gave it a green light to approve
 - All other project funding sources have been approved
 - SAF funding would cover around a quarter of total budget
 - Cassandra: loves this project as the next step of a program SAF already approved. What does it mean when they say they want to do the project again in the winter?
 - Duha: no they didn't mention this further
 - Cassandra: also what is there to work on in the winter?
 - Duha: probably in the greenhouse
 - Seb: based on their responses, they might not have included next semester as well out of modesty, also may be trying to reinvest some funding which might affect how much they would need in the future
 - Sean: yes maybe smaller applications could increase their chances to get funding
 - Cassandra: interns can't be paid over \$1,000 when receiving credits for their degree
 - Seb: might not be the best approach to ask them to pay their interns more due to this rule

Motion to approve funding of [\$7,500] to the [Market Garden Internship Program (CultivAction)] Living Labs project.

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

Project 5: [Black History Matters]

- Request for \$10,000
- SPC recommends full funding
- Presented by [Brett]
- Notes:
 - Inspiration came from a six week intergenerational learning group, project wants to promote Black history and decentralize keeping the discussion to one month
 - Seeks to archive Black Montreal history for and by Black youth
 - Will be done through social media, youtube videos
 - Showcase how the education system is complicit in antiblack racism, and detaches the black community from their own history
 - Project application was very thorough and researched. Connection to the Concordia community in many ways through partnerships with many orgs. Such as the BPO, CUCCR and CSU
 - Cassandra: total funding exceeds expenses by \$1,625. Loves the project though
 - Seb: could be a contingency plan?
 - Duha: solid projections in pre production and production, they aren't sure of post-production costs so discrepancy may be due to that
 - Julia: seems well detailed, need for additional funding will become apparent in post-production phase
 - Cassandra: thought it was unusual, but what they are asking from us comes earlier in the project so she is comfortable funding it.

Motion to approve funding of [\$10,000] to the [Black History Matters] project.

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

7. Community Announcements and Ancillary Items

a. No announcements

8. Adjournment

Motion to adjourn the meeting.

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

Meeting adjourned at 16:27.