

SAF Board of Directors Meeting Minutes

Wednesday September 28th, 2022

[ONLINE]

Meeting Time: 15:30- 17:00

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)

Katherine Parthimos (SAF)

Brett Cox (Sustainable Concordia)

Jessica Di Bartolomeo (Student-at-Large)

Erik Huang (Community)

Sean Levis (CSU Sustainability Coordinator)

Georgette Pascual (Arts & Science)

Cassandra Lamontagne (Concordia Staff)

Mitchell McLarnon (Concordia Faculty)

Members absent:

Roy Singer-Shay (Student-at-Large)

Julia Maksymetz (GSA)

Willem Burnaby (Fine Arts)

Christopher Vaccarella (CSU Council)

Sai Praveen Gudichuttu (CASA/JMSB)

Kelley Boileau (ENG)

*****Mitchell is absent from 4:30pm to 5:00pm, QUORUM LOST, voting happens after his return***

1. Call to Order & Land Acknowledgement

a. Sign up for next meeting

2. Review and Approval of Minutes

a. [August 24th, 2022] BoD Meeting Minutes

Motion to approve the [August 24th, 2022] meeting minutes:

- **Moved by: Brett**

- **Seconded by: Sean**
 - In favour: all
 - Against: none
 - Abstain: none
- *Motion passes unanimously*

3. Review and Adoption of Agenda

Motion to adopt the [September 28th, 2022] agenda:

- **Moved by: Erik**
- **Seconded by: Michell**
 - In favour: all
 - Against: none
 - Abstain: none
- *Motion passes unanimously*

4. SAF General Updates

a. Fee levy increase campaign

ii. Referendum question

- Fee levy campaign happening this semester, putting together the application. Best way to go about it is to double our current fee levy. Is it asking for too much? But being a funding organization it makes sense. A lot of our funding gets redistributed to students and other fee-levy groups
- “Do you as an undergraduate student at Concordia University approve of the Sustainability Action Fund’s fee-levy to be increased \$0.25 per credit (bringing the fee levy to \$0.50 per credit)? The fee would be effective starting with the 2022 winter semester, and completely refundable in accordance with Concordia University’s tuition and refund policy”
- Goal is to fortify Special project fund, more competitive pay scale, liberty to create other funding lines
- 3 undergraduate officers responsible for the application, 1 is responsible for application along with Seb and Courtney. Georgette would be best fit since Sean is part of CSU
- Sean: suggests adding preamble to referendum question, helpful to situating SAF and why SAF needs a fee levy increase
- Brett: preamble needs to be ready for CSU council meeting, preamble has to be part of fee levy question

b. Needs from board members/undergraduate students

c. AGM committee needs - presence at meeting

ii. AGM will be over zoom - easier and more accessible for people to attend

- Board applications are out to the public
- AGM - October 25th 6-8pm

5. Committee Updates

a. HR/Governance

i. Courtney evaluations/renewal

ii. India-Lynn renewal

b. SPC

i. Regular project funding budget: \$46,231.49

- Legacy project will not be using the 5k allocated to them so it has been reallocated into the budget

ii. Living Labs budget: \$92,039

- Rollover from 2020-2021 of \$2,455
- Reallocation of \$228 from mind.heart.mouth

iii. ABCompost revision request approved

c. Finncomm

i. Meeting minutes september 6

ii. Points of interest: fee levy income has decreased almost entirely from undergrad enrollment dropping. Levy refunds proportionally less also.

- Had discussion around refund policy and making it more accessible
- Vote: “We will add a checkbox in the application that if a reimbursement only system creates barriers for your project to contact us. Then we can access the projects with the best way to proceed. SAF has to agree to take on the liability of giving some funds upfront as a level of trust with projects. We will allow 25% of total funding or \$250 dollars to be dispersed at any given time. Additional funds will not be distributed until receipts and documentation is received for the first amount”
 - Approved unanimously by finance committee
 - Brett: how was the amount of \$250 decided?
 - Courtney: looking at examples from other orgs., anything more than \$250 could be paid for directly by SAF through an invoice. Anything more would be a case by case basis.
 - Seb: also, how much as an organization would we be willing to lose in a worse case scenario? We don't perceive this to be an issue, but this was part of the logic of deciding \$250
 - Money dispersed through direct debit or cheque. Absolute cap is \$250

Motion to approve the funding disbursement policy.

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

d. Marketing/Outreach

i. Nothing at this time

6. Project Funding Allocation (8 projects to review)

a. Regular Project Funding Budget: \$[46,231.49]

b. Living Labs Project Funding Budget: \$[92,039]

Project 1: [Revision Request: Black Women in STEM documentary]

- Request for \$2,300
- SPC recommends funding the project
- Presented by [Mitchell]
 - Notes
 - Revision request
 - Initially submitted in July, an internship that focuses on experiential learning through filmmaking, promoting diversity in STEM and Black Women's excellence in the field
 - Responded to issues raised by SAF with new budget breakdown
 - They would like SAF to fund honorariums
 - SPC felt it was a fundable project
 - Already funded but honoraria were not included in initial request
 - Katherine: Discrepancy in pay between graphic designer and other students?
 - Duha: they will cover the difference of \$460 for each student, and the graphic designer fee is not part of this new request
 - Cassandra: Are the students getting credit?
 - Duha: no
 - Erik: BPO funding canceled? What happened to this?
 - Duha: Doesn't know what happened, was not aware why the program stopped
 - Cassandra: application window seems to be closed based on BPO website
 - Sean: CSU agreed to fund \$1,000 for the project but CSU couldn't reach them, it isn't

reflected in their budget

Motion to approve the funding revision request of [\$2,300] to the [Black Women in STEM documentary] project.

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

Project 2: [Angell Woods: A look into the old growth]

- Request for \$375
- More discussion
- Presented by [Brett]
- Notes:
 - Project by uncredited student doing their BA in ecology
 - Old growth forest in southwest of montreal, last remaining old growth forest in montreal, saved from development over the years
 - Describe the changes occurring during the fall, monologues, introspective thoughts, interviews with community action leaders who have helped protect the area, cameras to be set up in forest to capture animals
 - Originally asking for \$800, the request was to pay for their camera gear. Were able to get equipment from CUTV.
 - \$75 for equipment and \$100 for camera, rest of money for transport using communauto
 - SPC wants them to have more communication with indigenous folks in the area but were happy with the project in general
 - Cassandra: where will the equipment go afterwards?
 - Duha: wants to discuss where the equipment will go
 - Cassandra: maybe the camera can go to CUTV afterward? Wants to ensure there is a plan in place.
 - Cassandra: Wondering what the impact of this project will be in Concordia, how will it engage with the school and a culture of sustainability. Is torn on whether or not to fund it since they're an individual... is it a good fit for SAF funding?
 - Duha: SPC asked about outreach, project applicant said The Concordian newspaper would be interested in writing a piece about it
 - Duha: maybe SAF can keep the camera? Does SAF loan out equipment?
 - CDA Center for Digital Arts depot might have the camera they need?
 - Georgette: equipment and where its going is the main priority
 - Erik: the camera should be donated somewhere in Concordia that will use it.
 - Cassandra: The landscape ecology lab would use something like that, but they

don't lend out to individuals

- Erik: equipment can be loaned from anywhere even if outside Concordia
- Cassandra: they should have confirmation as well from the stakeholders they want to reach out to

Motion to deny funding of [\$375] to the [Angell Woods: A look into old growth] project and provide suggestions.

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

Project 3: [Nutrient Film Technique (NFT) Vertical Hydroponic Herb Garden]

- Request for \$1,494
- SPC recommends full funding
- Presented by [Seb]
 - Notes
 - Looking to refurbish part of concordia's greenhouse, a wooden structure that will improve beauty of space but also to grow herbs that could be given to other groups like the peoples potato
 - Want to partner with CultivAction later on in the year
 - Budget will be for hydroponic system and workshops
 - SPC liked the project, and the project leader seems knowledgeable on the topic. Outreach plan could be better, reaching out to other students outside the greenhouse, would be nice to see a prototype
 - Project provided quotes for the wood and finishes/hardware. Budget was decreased by 100 dollars due to the updated lumber estimates.
 - SPC liked the project and supported funding it
 - Cassandra, Sean, Erik: like the project

Motion to approve the full funding of [\$1,494] to the [Nutrient Film technique (NFT) Vertical Hydroponic Herb Garden] project.

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

Project 4: [L Hydrodynamic Bike Capstone]

- Request for \$2,000
- SPC wants more discussion
- Presented by [Duha]
 - Notes
 - Hydrofoil human powered bike, designed for remote communities
 - Could be mass produced with recycled materials
 - Want to share the plans online for free so people/companies to use them to build the machine
 - Budget is higher due to contingencies and taxes
 - Asked about EDM library for parts, but they didn't find what they were looking for
 - SPC was on the fence about the project, didn't come to a final solution
 - SPC had questions about outreach outside of the capstone presentation. Project organizers said they didn't have enough people to do extensive outreach
 - SPC was also on the fence of the theoretical process behind the design, seemed like a rushed description.
 - Brett: the accessibility of the plans is very important if its intention is to be used and built by remote communities, without outreach it defeats the purpose of the project
 - Erik: They did check the parts library, and they did have many materials. They are not approaching the best suppliers instead of the higher quality suppliers who provide industrial offcuts for students. Confused about the 12 grams of 3D printing, seems like a lot.
 - In terms of sustainability: application looks to be rushed, looking to use SAF more as a source of funding instead of as bolstering a sustainability project.
 - In terms of what we should do: last year we did have a capstone project that came through. If it's a feasible idea and has fair outreach, SAF could match the capstone funding, but if its more than \$800, they really have to prove the sustainability of the project.
 - Cassandra: does not see the impact at Concordia. A really cool engineering project but will go nowhere without lots of outreach effort and working with NGOs. Maybe they can apply to the research award instead? Seems like a better fit
 - Erik: Have we ever treated SAF funding as more of an award rather than project funding?
 - Duha+Seb: no not something that we have done, we have a separate research award though
 - Erik: is grading the project. Is the engineering worth pursuing long term? Maybe if they manage to achieve what they say they want to, that EDML library could support it? Long term goal of capstone projects is to make them sustainable/have aspects of sustainability. Either way, Erik doesn't support the funding request right now.
 - Erik: not comfortable asking for the amount they are asking for, willing to provide a symbolic funding to encourage them to reapply. Best thing to do would to reapply again after speaking to Erik, he knows the student applicant and knows that student can make a stronger application

Motion to deny funding of [\$2,000] to the [L Hydrodynamic Bike Capstone] project and invite them to reapply after consultation with Erik Huang.

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

Project 5: [CIADI Special Projects “CR-22”]

- Request for \$2,000
- SPC wants more discussion
- Presented by [Brett]
 - Notes
 - Same person as previous project
 - Want to make a sustainable reusable rocket, non-toxic propellants and cleaner fuels
 - Will be entered into intercollegiate rocket competition
 - SPC did not support funding sustainable rockets. Is there any way a rocket can be used for good? Brett didn't feel comfortable shooting it down due to this lack of knowledge on rockets. Also felt weird about it being submitted for a contest, as that brings in a for-profit goal to the project
 - Erik: slightly more sustainable than other rocket projects using regular fossil fuel. Project is mainly a way to train students on rocket engineering. Climate is not at the forefront of students' minds, although there are many applications and experiences that use rocketry for sustainability. Contest seems more like a design competition and training program for future rocket engineers. Always be wary of engineering students saying their materials are recyclable, because many are already recyclable like metal. Ask if they are using composites since those aren't recyclable at all.
 - Cassandra: project alluded to using fossil fuels if they aren't funded by SAF, board was bothered by this attitude of the project funders

Motion to deny funding of [\$2,000] to the [CIADI Special Projects “CR-22”] project.

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

Project 6: [Funky Fungi x Concordia Mycological Society]

- Request for \$8,552.58
- SPC wants more discussion
- Presented by [Seb]
 - Notes
 - Rejected last month due to lack of outreach, and the fact that they were circumventing project leader rules of SAF
 - Co-applying with Concordia Mycological Society now
 - SPC didn't feel like they tried hard to resolve the issues from last month's application
 - Most of the equipment they are requesting can be used or borrowed from labs already existing at Concordia
 - Issue of funding interns and credits, said \$1,000 was the limit but it isn't accurate, there is no limit to how much you pay interns
 - They don't seem to be hitting the 50% mark of diversifying funding
 - Being profitable but still asking for lots of funding? Are they considering other funding?> what will they do to achieve more financial stability/sustainability
 - CultivAction is putting in remaining funding
 - Without SAF's funding they will only have around \$4,000. They are only relying on sales and grants. They can still pay coordinators and purchase supplies. CultivAction would not invest if they couldn't get a return
 - They did request funding from SHIFT, currently has \$200 from them for honoraria but are requesting more
 - They have sent their operation budget
 - Erik: Did they contact the Sustainability Action Plan group for volunteers? Where is this project?
 - Duha: No they didn't. They have a garage space and market space at Loyola
 - Erik: Are they in contact with people who know how to grow mushrooms indoors? Safety infrastructures?
 - Duha: The mushrooms are for human consumption. Those points weren't covered in the application
 - Erik: If the building is owned by Concordia they need to contact EHS before anything happens for an analysis on the building they intend to use. Liability standpoint of the university, building liability perspective. Humidity, mold growth issues due to space not being a wet lab.... Etc. but maybe the project organizers thought of all these things already, but Erik thinks someone at Concordia should be cued in on the operation to curb the university shutting down the operation
 - Seb: since the last application SAF received a final report from one of the project organizer's previous project
 - Seb: many materials they're asking for and labour cost. Marketing, promo, materials, promo
 - Erik: they definitely need to communicate with EHS if they are making a lab. SAF should be sure that there is a line of communication with EHS
 - Cassandra: got the impression that the garage was off campus?
 - Seb: it's actually on Loyola campus, like a house, has a basement with storage

- Cassandra: ok the EHS needs to be contacted for sure
 - Seb: yes a letter of support from EHS would be important
- Erik: would be comfortable funding as long as EHS clears the space and makes it safe for growing the mushrooms
- Cassandra: shocked that it took a project refusal for the project to connect with the Mycological lab...
- Erik: thinks the project contributes to a sustainability culture at Concordia. Thinks its a really cool project but there are some red flags with the project
- Cassandra: seems like its a better time to start with SHIFT funding in december. Leaning towards SPC's preference of refusing funding
- Erik: what are our main concerns: the general vibe and/or building structure?
- Mitchell: concerned about the rushing of the project. Considering its a revised application with many of the same errors, he is leaning towards not funding. Let's not ask them to reapply and encourage them to seek other funding. SAF has already funded a lot of this project. Administration regarding approving growing labs at the school takes 3-4 years, they provide letters but not always a space. Barriers of access to spaces in the university based on ownership/insurance liability. Very complex process to ask for spaces on campus
- Erik: city farm school's lease of the space the project plans to use would say stipulations of what is permitted in the space. Erik has a useful contact at EHS he can put the project in contact with.
- Mitchell: didn't appreciate that they copy pasted stuff from previous applications, is ready to deny funding. Finds it disrespectful that Duha would have to do the extra labour of approaching the project

Motion to deny the funding of [\$8,552.58] to the [Funky Fungi x Concordia Mycological Society] project and invite the project to reapply after (a) receiving EHS approval to proceed with indoor lab space for mushroom crops for human consumption, (b) confirmation of SHIFT funding, (c) submitting a revised, updated, unique application tailored to this project specifically.

- **Moved by: Erik**
- **Seconded by: Mitchell**
 - In favour: all
 - Against: None
 - Abstain: Sean
- *Motion passed;* approved

Project 7: [Making/Meat/Matter: A Tabletop Role-Playing Game (SLLFP)]

- Request for \$9,982
- SPC wants more discussion
- Presented by [Duha]
 - Notes
 - Living labs project, we have given a research award for it

- Tabletop role playing game as an educational tool in classrooms and educational purposes
- Participatory game where people are invited to understand the complexities of meat production. Facilitate a playful space for players to confront meat production inside and outside the game
- Marketing professor at Concordia is interested in integrating the game in his food marketing class
- Legal fees, website development, research stipends, NDAs, marketing and outreach fees
- Sabrina gave approval to categorization as a living lab. Requested to know more about the professor and what their involvement is like, and clarification of their budget and timeline. They did clarify these points in their new application
- SPC: liked the project, but wanted clarity around the access issue, why is there an NDA? Copyright? They responded by saying this was a recommendation by professors to stop others from stealing their concept. NDA is to secure a trademark with funders and printing bodies etc. Both strongly advised by Concordia's legal team and advisors
- Why is there a big budget for marketing if they are working with a marketing professor? Money will be going to gaming symposiums
- Photos of the game? They sent some photos
- Game is not ready to be tested yet
- Cassandra: really good for living labs as it incorporates well into the classroom, a benefit for understanding the benefits of plant based eating. Can have a good impact, the more people who play it the more people who will understand. How many people will actually play? Maybe the 4th space could be a part of streaming a game to build excitement?
- Mitchell: NDA and copyright budget doesn't align with the goals of students at large, only the project leaders. Maybe they can write the project organizers at conventions to get a discount for kiosks? Not comfortable funding the project as students aren't benefiting on a large enough scale
- Erik: not comfortable funding without playtesting/seeing the results of playtesting
- Georgette: wants to reject funding too
- Brett: commercialisation issues?
 - Duha: professors and Concordia legal team recommended copyright and NDAs

Motion to deny funding of [\$9,982] to the [Making/Meat/Matter] project.

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

7. Community Announcements and Ancillary Items

- a. [Application for SAF Board members](#) (5 open Seats) Deadline October 11th. SHARE!
- b. Sustainable concordia AGM: 5:30pm October 6th

8. Adjournment

Meeting adjourned at 17:52.