

SAF Annual General Meeting (AGM) Minutes

Tuesday October 25th, 2022

[ONLINE]

Meeting Time: 18:00- 20:00

Meeting Chairperson: Sebastian Di Poi

Meeting Minute Taker: India-Lynn Upshaw-Ruffner

Members in attendance:

Sebastián Di Poi (SAF)

Duha Elmardi (SAF)

Courtney Witter (SAF)

Katherine Parthimos (SAF)

Paige (Sustainable Concordia)

Erik Huang (Community)

Roy Singer-Shay (Student-at-Large)

Julia Maksymetz (GSA)

Georgette Pascual (Arts & Science)

Cassandra Lamontagne (Concordia Staff)

Mitchell McLarnon (Concordia Faculty)

Members absent:

Jessica Di Bartolomeo (Student-at-Large)

Willem Burnaby (Fine Arts)

Christopher Vaccarella (CSU Council)

Sean Levis (CSU Sustainability Coord.)

Sai Praveen Gudichuttu (CASA/JMSB)

Kelley Boileau (ENG)

1. Welcome, Call to Order & Land Acknowledgement

2. Voting Procedure

3. Approval of Support Members

- SAF Constitution- Article 4, Section 2
 - 2.2. The supporting members include members of the Concordia community including Concordia's staff, Concordia faculty, the SAF ex-officio and alumni who have experience with the SAF and/or sustainability at Concordia University
- Collection of names of supporting members
 - Erik, Mitchell, and Brett are de facto members as part of the board

- Paul
- Khadija
- Mohammad
- Statement of affiliation with the SAF
- Election of supporting members

Motion to approve Paul, Khadija, and Mohammad as supporting members of the sustainability action fund:

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

4. Meeting Roles (Chairperson, Scrutineer, Minute-Taker)

Motion to appoint Sebastian Di Poi as Chairperson, Courtney Witter as Scrutineer, and India-Lynn Upshaw-Ruffner as Minute-Taker.

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

5. Review and approval of the agenda

Motion to adopt the [October 25th] AGM agenda:

- **Moved by: Angelica**
- **Seconded by: Georgette**
 - In favour: all
 - Against: none
 - Abstain: none

- *Motion passes unanimously*

6. Review and Approval of the 2021 AGM Minutes

Motion to adopt the 2021 AGM minutes:

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

7. Annual Review of the Sustainability Action Fund

- **New communications coordinator: Katherine Parthimos**
- **Strategic directions 2021-2024**
 - Improve support and resources for projects with long term impacts.
 - Increase the accessibility, education and engagement with social sustainability at Concordia.
 - Enhance the resilience of the SAF.
 - Strengthen support and accountability for student involvement in community initiatives.

HR/Governance Committee

- Expansion of the team's capacity over this past year**
 - Approved an increase in hours (up to 32/week) to the Finance Coordinator position, which is now known as the Finance and Funding Development Coordinator. This was due to the SAF recognizing an increase in demand in project funding requests, leading to a need to develop further external funding for our organization.
 - Added more capacity to the Communications Coordinator position (increase to 30 hours/week) once Katherine Parthimos was hired as the new Communications Coordinator. This increase in hours also is in response to an increase of marketing/promotional support for our ever-increasing web of funded SAF projects
- Modification to Executive Director's term limits,**
 - which were increased from three years to five years. The HR/Gov committee and board felt that this increase in term limits would offer further stability to the SAF by ensuring that transitional periods (new strategic directions, partnerships, etc.) would be mitigated.
- Developed and strengthened policies at the SAF**
 - specifically those around hiring and anti-oppression. With the support from the Dean of Students and Social Impact Consulting Group, the HR/Gov committee and Board of Directors approved a J.E.D.I (Justice, Equity, Diversity, and Inclusion) / Anti-Oppression Policy.
- The HR/Gov committee will continue working on other policies in 2022/23, including a remuneration policy and a revised sick/absence policy.**

Special Projects Committee

- a. The Special Projects Committee (SPC) has continued its monthly meetings to review and discuss all applications and revision requests received each month.**
 - Periodically made recommendations on project themes to focus on.
 - Requested further information needed from projects and made recommendations to the board.
- b. Throughout the June 2021 to May 2022 fiscal year**
 - within its scope of the maximum \$1,500, the committee had approved funding for a total of 9 student projects.
- c. The committee also continued its role of overseeing the project by:**
 - expense report to ensure the appropriate reallocation of money from completed projects to the current year's funding budget.

Marketing Committee

- a. There was a Graphic Design Intern (Summer 2021) then became our Contract Graphic Designer from November to May 2022.**
 - Celebrated and promoted SAF's 15th anniversary with the additional Community Fund.
 - Improved project coverage during Pandemic with the creation of Instagram Takeovers.
 - Continuing to promote the SAF's events on instagram/ Facebook and our newsletter.
- b. Now the Graphic Designer role has fused into the Communications coordinator role by increasing the hours to 30h/week when Katherine became Comms. Coord.**
- c. Goals and intentions with the new marketing committee:**
 - Have the committee be a resource for feedback on graphic design, participate in postering and tabling around campus during designated campaigns, brainstorm improved marketing techniques and platforms, and more TBD based around outreach and communications.

Finance Committee

- a. The Finance Committee has continued its quarterly meetings to provide finance oversight on the following:**
 - Review and discuss budget vs. actuals
 - Annual budget projects and planning
 - Long term financial trends/planning
 - Internal documentation and processes
 - Goal setting
- b. Additionally, the finance committee voted and provided feedback on internal organizational development including:**
 - Discussed avenues and goals for increasing and diversifying SAF's funding
 - Reviewed new internal documentation and tax processes to increase internal organizational efficiency
 - Approved a line of credit as an additional financial fail safe measure
 - Approved policies surround cost of living adjustments for staff, increasing internal staff capacity, and new fund disbursement policy for smaller projects

15th year Anniversary Community Fund

- a. This year the SAF turned 15 years old, and we wanted to celebrate by creating a one-time funding program for Concordia students leading community-facing projects.
- b. As distancing and in-person measures have limited many projects on campus over the past few years, we've observed that a lot of Concordia students have turned their work towards communities around Montréal. This trend ties in well with one of our guiding strategic directions: to strengthen support for students involved in community initiatives.
- c. The staff and board brainstormed and created a funding program whereby five applicants would receive \$1,500 each to get their community projects off the ground.
- d. We received 26 applications, with the criteria aimed to ensure that the recipients have a substantial relationship to the community in which they're working, a strong commitment to sustainability in their work, and a clearly laid out plan to properly utilize the funds.

Sustainability Research Awards

- a. Top SRA Recipient themes
 - o Waste: 25.0%
 - o Energy, Resources and Technology: 28.6%
 - o Community: 14.3%
- b. Not project funding, but as an award for research on campus.
- c. Record year for third straight year, 29 applications
- d. 3 undergraduate recipients and 11 graduate recipients
- e. 3 year partnership with FAS and FoFA for funding, also have funding from Gina Cody ENG

8. Project Metrics

Key Global Averages

- a. Average amount funded per project: \$4,168
- b. Amount of students engaged in total: 3581
- c. Amount of faculty and admin engaged: 145
- d. Total amount funded: \$193,679

Funding Request Growth Trend and Quantity of Applicants

- a. This year we received a total of 44 applications, only 2 more from last year, however; the funding gap between the total amount requested from applicants and the amount we allocated has reached an increase of 86.74%, as compared to last year's 54.81%. In Addition, this year SAF allocated the greatest amount of funds to date, with a \$193,679.95 budget.
- b. This year saw an increase in funded projects by 75.6% as compared to last year. We have funded 37 projects out of 44 applications.

Average amount allocated per project

- a. When we exclude the Living Lab projects, the average amount funded per project has increased to almost double from last year. Including the Living Lab projects our average amount funded per project is skewed and jumps up to \$5,234.40 per project.

Number of projects funded by Sustainability topic and by Sustainability Theme

- a. This year saw a huge increase in projects covering topics of Community building and Sustainable production and consumption.
- b. This year we've seen a big increase in projects focused on Social Justice from the previous year. And Waste related projects are the second highest funded projects this year.

Partnerships

- a. **The Sustainability Living Lab Funding Program is a five-year matching funding program partnership between the Sustainability Action Fund and Concordia University.**
 - The program seeks to support the development and implementation of living lab projects led by students, staff and faculty at Concordia University.
 - The overarching goal of the program is to support and fund projects that respond to the goals and targets outlined in Concordia University's five-year Sustainability Action Plan.
 - Launch date - January 1st, 2021
- b. **More info about sustainability action plans**
 - <https://www.concordia.ca/content/dam/concordia/services/sustainability/docs/Hub/plans/Sustainability-Action-Plan-Community-Version.pdf>
- c. **Launch event**
 - <https://www.concordia.ca/news/stories/2020/10/27/concordia-launches-its-sustainability-action-plan.html?c=/about/sustainability>
- d. **SLLFP Breakdown**
 - Funded five projects:
 1. EDML Library of Parts
 2. Co-op CultivAction Urban Agriculture School
 3. Engaging Solarity: Taking Solar Media Mobile
 4. Mind.Heart.Mouth.
 5. Solvent Recovery Initiative
 - Total of \$60,416 allocated
 - Remainder from 2021/22 of \$2,455
 - \$50,000 donation from CSU in May 2021 that was allocated to 2021/22 program budget

Break and Raffle!

1. Financial Review and Finance Auditor

a. Cycle of Financial Controls at the SAF

- Finance loop, at the top is finance coordinator, we use an independent auditor form to issue assurance over our annual financial transactions to ensure they are accurate and reported properly. This is a process which is wrapping up now. Then our finance committee, formed by board members and finance coordinator, meets at minimum every quarter (highlights earlier in meeting) look at budgets to actuals, review the budget. Users to financial statements (all online) students BOD, university, banks etc.
 1. Controls over disbursements- dual signing authority we have electronic support for this (reimbursements to projects, payroll expenses, any money to things like insurance) digital records continue to be more important with remote work., finance committee provides oversight ensuring controls operate well, communication to wider board. The budget is broken down by semester. year end-statements and QBO online has an audit trail and reinforced online security

b. Budget to Actuals 2021-22

- Remaining project commitments as of May 31: \$35'457.75.
- These are our unaudited results* comparison with budget.
- Highlights or key changes are discussed.
- Increase in opt-outs.
- Fee-levy revenue (fees from undergraduate students) increased compensation (in line with HR) but decreased office expenses due to WFH.
- Total income and total expenses
- Other income= LL, SRA rewards, interest and B7 partnership

c. Approval of Financial Auditor - Stephanie Amstutz

Motion to adopt the approval of the auditor Stephanie Amstutz:

- **Moved by: Mitchell**
- **Seconded by: Khadija**
 - In favour: all
 - Against: none
 - Abstain: none
- *Motion passes unanimously*

d. Audited financial statements overview by Courtney

- Nothing out of the ordinary for the audit
- Decent rollover and contingency fund
- Revenues from fee-levy's still good
- No major changes or big things to note

2. Presentation and approval of 2022-2023 proposed budget

a. Operating budget overview for approval

Motion to approve the SAF 2022-2023 Operating Budget:

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

3. Board of Directors

a. Ratification of appointments

- Sean Levis in CSU Executive Seat

Motion to ratify Sean Levis in the CSU Executive Seat as the student association appointment on the SAF board of directors:

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

- Paige Keleher in Sustainable concordia seat

Motion to appoint Paige Keleher in the Sustainable Concordia Seat as the student association appointment on the SAF board of directors:

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

b. Presentation of open seats

- JMSB CASA Candidate: Rasha Ali

Motion to ratify Rasha Ali in the JMSB CASA seat as the student association appointment on the SAF board of directors:

- **Moved by: Paul**
- **Seconded by: Cassandra**
 - In favour: all
 - Against: none
 - Abstain: none
- *Motion passes unanimously*
- **GSA/Graduate Student Seat:**
 - Rishabh Joshi
 - Asif Ali

Elected via electronic poll: Asif Ali

- **FASA/FOFA Student Seat**
 - Elizabeth Malatestinic
 - Yamileth Espinosa

Elected via electronic poll: Elizabeth Malatestinic

- **Concordia Student at Large**
 - Angelica Antonakopoulos
 - Harsha Nagadasanahalli Suresh
 - Alyssa Dutil
 - Mohammad Jamali

Elected via electronic poll: Angelica Antonakopoulos

4. Raffle and adjournment