

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

**February 24th, 2025**

**[ONLINE]**

**Meeting Time:** 10:00 - 11:30

**Meeting Facilitator:** Abraham Dawidziak Kiermaier

**Meeting Minute Taker:** India-Lynn Upshaw-Ruffner

### **Members in attendance:**

Duha Elmardi (SAF)

Iqbal Hussain (SAF)

Mai Pradhan (SAF)

Paige Keleher (Sustainable Concordia)

Rhonda Chung (GSA)

Tiffany Soamihary (JMSB/CASA)

Erik Huang (Community)

Hailey Krackovitch-Pellatt (Student-at-Large)

Yasmine Kaced (Student-at-Large)

Georgette Pascual (Arts & Science)

### **Members absent:**

Leen Al-Hijjawi (CSU)

Elizabeth Malitastinic (Fine Arts)

~~Marissa Profetto (ECA)~~

~~Juliette Weil (Concordia Staff)~~

~~Mitchell McLarnon (Concordia Faculty)~~

### **1. Call to Order & Land Acknowledgement**

### **2. Review and Approval of Minutes**

### **3. Review and Adoption of Agenda**

**Motion** to approve the February 24th 2025 agenda:

- **Moved by: Rhonda**
- **Seconded by: Paige**
  - In favour: all
  - Against: none
  - Abstain: none
- *Motion passes*

#### **4. SAF General Updates**

##### **a. Mitchell resigned**

- i. He resigned due to a busier schedule and family obligations - will send a statement to the BoD soon
- ii. Faculty seat open: can leave empty, or put a call out for specific seats. Other seats open. To consider a callout for individual board seats
- iii. Quorum down from 7 to 6, total 10 board members

##### **b. Reimbursement updates**

- i. Quebec Registry and Desjardins signatory updated, the system required all IDs at once to make any updates so the complicated system caused delays
- ii. Key list and registration with Dean of Students has been updated too
- iii. We were able to make payments successfully, more in Finncom section of meeting
- iv. SAF board

##### **c. Anti-Oppression 101**

- i. Shadiya is on maternity leave at the moment, but hopefully we can get a training later on separately from the retreat, since there are many items of the agenda for the retreat already
- ii. We want to make sure when having conversations around what projects get funded, it is really important to have that anti-oppression lens. It's important to do this training before we resume funding projects

##### **d. Retreat planning**

- i. [SAF Staff & Board Retreat - When2meet](#)
- ii. Landing on march 22nd, and monday march 24th in the morning
- iii. Availabilities in when2meet are contradictory and it's been hard to find a time that works for most people, at least 5 people in one day
- iv. Some topics for retreat: strategic direction planning, audit on strategic directions and how they are operating and functioning. Revisiting them and seeing where SAF will be going moving forward, accounting for changes in fee-levy groups, Concordia ecosystem, less funding, changes to Living Labs programming, internal conflicts discussions, Townhall planning. Having the retreat conversations before the townhall is ideal.
- v. Rhonda: On Coop Cultivaction's board retreat, we discussed the history, what the org is currently doing, and what we want for the future, activities of how we can get there

##### **e. Hiring committee update (Mai)**

- i. Candidates are set for interview
- ii. Hailey and Paige are the board representatives for these interviews

#### **5. Committee Updates**

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

- i. Mai's contract was renewed

## **b. SPC**

i. No updates

## **c. Finncomm**

i. Payments so far:

- India-Lynn & Abraham's payments from last year
- \$10,500 to the refugee centre, more left to cover our fee levy opt-out debt for 3 semesters
- Projects paid: Hamidou horticulture, Have you seen this fish?, EDML plastic sheets
- External Auditors' fees paid
- Projects to be paid this week: JMAS tax clinic, AIJIBLY QTBIPOC Residency, open waste AI
- Ayan's vacation pay and medical reimbursement (health and wellness benefit for SAF staff) needs to be paid as well
  - Paige: is Ayan getting a payout for the medical leave she took?
  - Duha: this reimbursement was prior to this. But you are right about the process for going on an indefinite medical leave, it would be ideal for the person to report to the board with a medical note of some sort and official notice

ii. T4s: we have hired an intern Paulina

## **d. Marketing/Outreach**

i. Reminding project organisers to send info for T4s

ii. Marketing for townhall - but won't happen until post-retreat

## **e. SLLFP**

Audit meeting notes:  SAF Audit Meeting with Board Minutes [2024\_10\_12].pdf

i. Living Labs funding program, conflict with Office of Sustainability

ii. Waiting on official audit report from auditors - should be sent by end of february

iii. Projects have been waiting for information about their funding that has been approved and have been emailing Duha, but its OOS that is responsible for communicating with them.

iv. Duha has been in contact with OOS via Dean of Students. Delays in any form of closure for projects waiting to get paid

v. Proposition by auditors is for SAF to pay every remaining project in the program, while OOS does "admin work"

## **6. Project Funding [funding on pause indefinitely]**

## **7. Community Announcements and Ancillary Items**

**a. Request to share HR docs + Personal project (Rhonda)**

**b. Abraham to share additional land acknowledgement**

## **8. Adjournment**