

SAF Board of Directors Meeting Minutes

May 1st, 2025

[ONLINE]

Meeting Time: 13:00 - 14:30

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)

Hailey Krackovitch-Pellatt (Student-at-Large)

Yasmine Kaced (Student-at-Large)

Juliette Weil (Concordia Staff)

Members absent:

Leen Al-Hijjawi (CSU)

Erik Huang (Community)

Elizabeth Malitastinic (Fine Arts)

Georgette Pascual (Arts & Science)

1. Call to Order & Land Acknowledgement

2. Review and Approval of Minutes

Will happen next board meeting - minutes still in progress

3. Review and Adoption of Agenda

Motion to approve the May 1st 2025 agenda:

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

4. SAF General Updates

a. Anti-Opression 101 session

- i. May 20th seems to be the best date
- ii. Duha will follow up

b. Townhall updates - [Google doc](#)

- i. Main objectives of the townhall
 - Provide an update of SAF's work and progress to the community
 - Answer questions from the community about SAFs goals, activities, and special project funding
 - Rebuild trust and transparency within the community
- ii. Date: June 25th
 - 1.5 to 2 hours to allow time for discussion
 - Location: on zoom
- iii. Should Board members be there? Board member chairperson? Quorum with board members at townhall?
- iv. Mock agenda:
 - Welcome and introductions
 - SAF overview and recent developments
 - Community Q&A
 - Next steps and questions from SAF community
 - Closing remarks and Thank you

c. SSLFP - [Google doc](#)

- i. Full audit report available in the link provided

d. Sustainability Research Award (SRAs)

- i. Will happen pending faculty support, awarded in Fall 2025 and money dispersed in winter 2026

5. Committee Updates


a. HR/Governance

- i. Iqbal's contract renewal is coming up

b. SPC


- i. Meeting should be scheduled soon to discuss fall planning

c. Finncomm

- i. NEW BUDGET - Iqbal  SAF Annual Budget FY 2025-2026.pdf
 - End of Financial year 2024-2025
 - We are ending this financial year with a small surplus
 - We received slightly higher fee levies than expected - mostly thanks to the money paid by international students before they left

- This is all balanced by the doubling of opt-outs towards the end of the fiscal year - many of those opt-outs were brought forward from the previous year
- Bank charges were higher as the previous ED had refused to fix or pay outstanding credit card fees
- For financial year 2025-2026
 - Based on UNITY, the largest drop in student numbers has already happened, so the fee-levy drop this fiscal year shouldn't be too high (to be prudent were assuming a 10% drop)
 - Please note that the courts have ruled in favor of CU and McGill, and this is expected to increase student numbers, and consequently, our fee levies (to be prudent, we haven't added this value yet)
 - The surplus from previous year along with summer fee levies will help us cover the outstanding living labs and special projects funding by the end of Summer 2025
 - We are expecting to end this fiscal year with a slight surplus (given the court ruling in favour of anglophone universities, this number may be much higher)
 - It is recommended that we restrict total Special Project funding to \$50k per semester - starting with 20k in fall 2025, and going up to 50k in winter 2026
 - Given the current climate and operational situation, it is recommended we hire a project coordinator after funding operations are back in full swing in Winter 2026
 - SRAs are announced in fall 2025, and recipients will receive the award and funding during winter 2026 - not that this is entirely dependent on support from faculty

ii. Staff compensation SAF Employee Bonus Calc FY2024-2025.pdf

- Motions that were passed in Nov 2024 in regards to this:
 - Motion to delegate a staff member — specifically Duha Elmardi — as interim Executive Director (ED)* and to pay their wages as overtime pro-rated to the ED's hourly salary, given that the incumbent ED is on indefinite medical leave until such time that the incumbent ED returns from medical leave or until the incumbent ED's contract expires, whichever comes first and that the interim ED's pro-rated compensation begin effective as of 6:30pm on November 7th, 2024 assuming the motion is carried. (thus the hours worked between then and the completion of the online vote would be considered retroactive pay) and that the maximum overtime worked for that period be capped, pending financial review and board approval. Moved by Erik. Seconded by Georgette. Motion was passed, with 8 votes from Maria, Mitchell, Erik, Elizabeth, Haman, Rhonda, Georgette & Paige.
 - Motion to recognize and compensate the remaining staff members — Iqbal Hussain and Mai Pradhan for their additional labour in light of recent organizational turbulence. Moved by Erik. Seconded by Georgette. Motion was passed, with 8 votes from Maria, Mitchell, Erik, Elizabeth, Haman, Rhonda, Georgette & Paige.
- Discussion
 - Discussions about money for staff have been postponed due to ED hiring process, board meetings, AGM, etc.
 - It's hard to quantify the emotional and psychological stuff due to the last year dealing with the ED situation. There are worked hours but it doesn't summarize everything felt by SAF staff.
 - More information is in draft document here:  SAF Employee Bonus Calc FY2024-2025.pdf

- SAF staff felt they were putting out a lot of fires that weren't their responsibility during this period. Burnout, anxiety, and emotional labour
- Responsibilities of ED fell onto Duha, Mai and Iqbal in the interim, and the board has discussed previously to compensate for these things (as outlined in motions above)
- There needs to be a policy meeting to discuss contract termination before end of contracts - a meeting is needed with the board to prevent situations like this from happening in the future. There is no explicit line within SAF contracts or policies. Another option that was discussed was defaulting to quebec employment laws for termination, but there were complications with doing this due to performance review process etc.
- Iqbal made a calculation to determine one-time bonuses for each staff, calculations are in the document. Each staff (Duha, Iqbal, Mai) will get a flat honoraria of \$7000

d. Marketing/Outreach

- i. No updates

6. Project Funding [funding on pause until Fall 2025]

7. Community Announcements and Ancillary Items

- a. None

8. Adjournment

Email Updates Post-Board Meeting - online vote

a. Finncom meeting follow-up (email chain starting from May 5th to May 14th 2025)

- i. FinComm meeting to discuss the new budget and the staff compensation items. Here is the update:
 - Regarding staff compensation, the motions put forth and approved in November 2024 by 8 board members are still in effect and are wide enough to encompass the calculations made by staff to allocate \$7,000 CAD per staff member for 9 months of labour. The original amount calculated that reflects the labour is \$12,925 per coordinator. However, the staff had opted for a lesser amount, taking into account the organization's financial situation. The current ED will not be taking pay for the interim period beyond the project coordinator salary (by choice) and will be receiving \$7,000 CAD, as the other two coordinators are. Since the motions are in effect, this change does not need a vote by the board. You are welcome to review the documents again [here for reference](#). Please note that this compensation amount has already been reflected in the budget that was presented in the board meeting (and we are still left with a bit of a surplus after the compensations).

- Regarding the new budget, this requires a vote from the board to be approved. We will do an online vote since we did not get to vote in the board meeting. FinComm has discussed it and the budget looks good.

Motion to approve the SAF 2025-2026 budget:

- **Moved by: Elizabeth**
- **Seconded by: Leen**
 - In favour: 6 (quorum met)
 - Against: -
 - Abstain: -
- *Motion passes*