

SAF Board of Directors Meeting Minutes

January 20th, 2025

[ONLINE]

Meeting Time: 15:00 - 16:30

Meeting Facilitator: Abraham Dawidziak Kiermaier

Meeting Minute Taker: India-Lynn Upshaw-Ruffner

Members in attendance:

Duha Elmardi (SAF)

Iqbal Hussain (SAF)

Mai Pradhan (SAF)

Rhonda Chung (GSA)

Leen Al-Hijawi (CSU)

Tiffany Soamihary (JMSB/CASA)

Erik Huang (Community)

Hailey Krackovitch-Pellatt (Student-at-Large)

Elizabeth Malitastinic (Fine Arts)

Georgette Pascual (Arts & Science)

Juliette Weil (Concordia Staff)

Members absent:

Paige Keleher (Sustainable Concordia)

Yasmine Kaced (Student-at-Large)

Marissa Profetto (ECA)

Mitchell McLarnon (Concordia Faculty)

1. Call to Order & Land Acknowledgement

a. Reminder of motion system/ Robert's Rules of Order

Motion Procedure

- 01 Motion is Presented**
Someone must present the motion, stating their name. "I [name], move that we ..."
- 02 Motion is Seconded**
Someone else must second the motion, state their name. "I [name], second the motion"
- 03 Opportunity to Discuss**
The Chairperson will ask the membership if there are those that are against or abstain from the motion
- 04 Voting**
You can vote in favour, against, or abstain from voting on the motion
- 05 Results**
The results of the voting process will be recorded in the meeting minutes

2. Review and Approval of Minutes

Motion to approve the [June 2024](#) minutes:

- **Moved by: Elizabeth**
- **Seconded by: Georgette**
 - In favour: Majority
 - Against: 0
 - Abstain: 0
- *Motion passes*

3. Review and Adoption of Agenda

Motion to approve the January 20th 2025 agenda:

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

4. SAF General Updates

a. Reimbursement updates


- i. Still waiting for access code from the government
 - In the process of changing the signing authority. Due to postal strikes SAF did not receive it. Hopefully it arrives soon. Our fee-levy is in our account and all payments are prepped and ready, the only roadblock at the moment is with the access code
- ii. Students speaking to the media
 - One of SAF's residency project recipients has not been paid for over one year, and they want to go to The Link newspaper to express their issues publicly.
 - Duha reiterated to them that SAF is doing all in their power at the moment to regain access to their bank account, but unfortunately due to the situation with the previous executive director, access to the accounts has been difficult.
 - Duha has been in contact with them and has been honest with them about the circumstances. As staff and board we have been doing our best. We will have to handle things as they come

b. Retreat planning

- i. Agenda items to be discussed at meeting
 - Strategic directions for SAF
 - Townhall planning
 - likely in winter semester to discuss other issues that weren't discussed at AGM, to go through SAFs situation with Concordia students and community members. We owe people transparency on what has been happening and when funding will resume

- SAF Funding
 - What direction do we want to take in terms of regular special projects without living labs funding
 - Looking at when funding will be resuming
- External funding opportunities
- Contract review policy
 - Some things in contracts and employment manuals to prevent what happened in the future
- [When2meet](#)
- ii. SAF board is really in favor of retreat.
 - Mai: The townhall is a great idea for transparency about what happened. However details about the previous ED will not be shared for privacy and legal reasons. Hoping to set up a precedent with how we want to interact with our community moving forward
 - Duha: something important for SAF to do is also to apologize, even if things weren't the current team's fault. We lost relationships that we have built for years because of the inability to fund projects. We should explore at the retreat as well how can we work on regaining trust and rebuilding relationships with orgs that were impacted? Many people have not received money for their projects that they were promised and we need to be open and apologize about what happened

c. SLLPF Living Labs updates

- i. Minutes here:  SAF Audit Meeting with Board Minutes [2024_10_12].pdf

d. Hiring Committee (Mai)

e. [SAF Contact list](#)

5. Committee Updates

a. HR/Governance

- i. New contracts for India-Lynn and Abraham
 - SAF worked on new contracts with Abraham and India-Lynn, they were approved by the finance committee and are awaiting Board signatures
- ii. Mai's contract renewal

b. SPC

- i. No updates

c. Finncomm

- i. Awaiting second signatory confirmation
- ii. Will require confirmation by mid-February at the latest
- iii. Have to prioritize opt-out payments for Refugee Center
- iv. Tax season coming up - so, we've hired an intern to help us fast-track T4 and RL1 disbursements

- vi. Need to pay our external auditors asap
- vii. Will have to discuss external funding sources
 - A conversation happening at the Strategic Directions meeting
- viii. Still haven't received fee-levies for Winter 2025 - should receive it from the university by February

d. Marketing/Outreach

- i. Hiring Executive Director
 - Board members have expressed interest in being on hiring committee
 - Mai will be working on contract and logistics for the position - what changes can be made from last year

6. Project Funding [funding on pause indefinitely]

7. Community Announcements and Ancillary Items

- a. None**

8. Adjournment

Motion to adjourn the meeting:

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