

SAF 2025 AGM Minutes

November 3rd, 2025

[ONLINE]

Meeting Time: 18:00- 20:00

Meeting Chairperson: Juliette Weil and Iqbal Hussain

Meeting Minute Taker: India-Lynn Upshaw-Ruffner

Members in attendance:

Duha Elmardi (SAF)
Iqbal Hussain (SAF)
Mai Pradhan (SAF)
Tiffany Soamihary (JMSB/CASA)
Erik Huang (Community) Rhonda Chung (GSA)
Hailey Krackovitch-Pellatt (Student-at-Large)
Yasmine Kaced (Student-at-Large)
Elizabeth Malitastinic (Fine Arts)
Georgette Pascual (Arts & Science)
Paige Keleher (Sustainable Concordia)
Juliette Weil (Concordia Staff)
Sarah Aspler (CSU Council)
Mia Kennedy (CSU Executive)
Cecilia Eraso Hernandez
Kiermaier
Somayeh Rashvand
Annick Davignon
Sarah Rachel Aspler
Snigdhodeb Dutta
Jonah Doniewski
Rhonda Chung
Kian Choi
Iohserí:io Polson
Barbara Nizard
Dylan Kinsman
Donald A
Titas Banerjee
Simon Arsenault
Erik Huang
Razan Elkhatib
Brett Cox
Bhavya Raju Mandya
Sharone Birapaka Daniel
Mayurathan Sanmugam

Members absent:

Hesser Garcia
Nathalie Rafinejad
Sarah Mo
Savannah Polson
Drew Sylver
JIA Foundation (Parker Mah)
Mischa Shadlo
Meredith Marty-Dugas
Christopher Bahnan
Yasmine Kaced
Alaa Jarban
Hailey Krackovitch-Pellatt
Anahi Marsico
Dave Plant
Haneen Omar
Rushdia Mehreen
Morgan Peniuta
Axelle Michel
Paige Keleher
Orlando Nicoletti
Jay Sallos
Julianna Smith
Liora Hechel
Maude Carbonneau
Elena Tresierra
Marcelle Messaouda Partouche
Lea Rizk
Cassandre Cyr-Bouchard
Athena Banis
Faisal Shennib
Pauline Lomami
Panos Michalakopoulos
Dalia Elsayed
Christian Favreau
Lina Elbakaye
Brigid McPhee
Raquel Paredes
Nelly Bassily
Nadia Bunyan
Samantha Nyinawamunyu
Kerian Maingot
Koko mariano

Ourania Nima
Zoe Erika-Okoye
Barbara Saldana
Mohsen Monji
Surya Sharma
Lindsay macphee
Sofia Leiva
Sarah W
Luna Cuervo
Rebeca Esquivel
Laura Pareja Conto
Anastasia Zorchinsky
Subhikshaa Bagavathiappan
Abigail Ogunsola
Ilan Dexter
Sachin Medigeshi Harish
Hunter cubitt-cooke
Ashley Steinwald
Adey
Chana Leah Natanblut
Sara Kaced
Ted Rutland

1. Welcome, Call to Order & Land Acknowledgement

- Attendee Christopher asks to move member elections to before the break, for the reason of wanting to get this task done since it's important and people may need to leave the meeting before this
- Juliette: We can make a motion after the approval of support members

2. Voting Procedure

- Someone must present the motion, stating their name. "I [name], move that we ..."
- Someone else must second the motion, state their name. "I [name], second the motion"
- The Chairperson will ask the membership if there are those that are against or abstain from the motion
- You can vote in favour, against, or abstain from voting on the motion
- The results of the voting process will be recorded in the meeting minutes

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
 - i. Collection of names of supporting members
 - ii. Statement of affiliation with the SAF
 - iii. Election of supporting members

Motion to elect supporting members: Cecilia Erazo Hernandez, Kiermaier, Annick Davignon, Yosario Paulson, Donald A., Titas Banerjee, Simon Arsenault, Brett Cox, Haviaraju Mehndia, Sharone Daniel, Mayuratha Sunmookham, Hesser Garcia, Nathalie Rafinejad, Sarah Mo, Parker Mah, Misha Shadloo, Alaa Jarbin, Rushdia Mehreen, Morgan Pinota, Jay Salos, Julianna Smith, Maude Carboneau, Elena Tresierra, Marcelle Partouche, Afia Banis, Christian Favreau, Luna Quarvo, Nelly Bassily, Samantha Nyinawamunyu, Koko Mariano, Barbara Saldana, Kerian Maingot

- **Moved by: Brigitte**
- **Seconded by: Rhonda**
 - In favour: 19
 - Against: none
 - Abstain: none
- *Motion passes*

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

- **Motion:**

Motion to appoint Juliette Weil and Iqbal Hussain as Co-Chairpersons and India-Lynn Upshaw-Ruffner as Minute Taker

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

5. 2023 AGM Minutes Review and Approval of the Agenda

- **Motion:**

Motion to amend the agenda to move the election point to after the agenda is ratified and previous AGM minutes

approved

- **Moved by: Julianna**
- **Seconded by: Dave**
 - In favour: 91%
 - Against: 6%
 - Abstain: 2%
- *Motion passes*

- **Motion:**

Motion to ratify the SAF 2025 AGM agenda:

- **Moved by: Brett**
- **Seconded by: Georgette**
 - In favour: 94%
 - Against: 2%
 - Abstain: 4%
- *Motion passes*

- **Motion:**

Motion to ratify the SAF 2024 AGM minutes

- **Moved by: Titas**
- **Seconded by: Yasmine**
 - In favour: n/a
 - Against: n/a
 - Abstain: n/a
- *Motion passes*

6. Presentation and Election for Open Seats

SAF Board Composition

- 1 CSU Council Member
- 1 CSU Exec
- 1 GSA Graduate Student
- 2 Students-at-Large
- 1 Concordia Faculty
- 1 Concordia Staff
- 1 Faculty of fine arts
- 1 Faculty of Arts and Science

- i. 1 Concordia Community Member
- j. 1 CASA/JMSB
- k. 1 Sustainable Concordia
- l. 1 ENGCS

Motions to changes within the board

Motion to extend Paige Keleher for one more year in the Sustainable Concordia Seat

- **Moved by: Titas**
- **Seconded by: Meredith**
 - In favour: 88%
 - Against: 4%
 - Abstain: 8%
- *Motion passes*

Motion to move Rhonda Chung to the Concordia Community seat of the SAF Board of Directors

- **Moved by: Simon**
- **Seconded by: Hesser**
 - In favour: 83%
 - Against: 6%
 - Abstain: 12%
- *Motion passes*

Association/Student Group Appointments

- Graduate Student Association (GSA): Cecilia Eraso Hernandez
- FASA: Jonah Doniewski
- CSU Council: Sarah Aspler
- CSU Executive: Mia Kennedy

Motion to ratify Cecilia Eraso Hernandez in the GSA seat on the SAF Board of Directors

- **Moved by: Jonah**
- **Seconded by: Titas**
 - In favour: 81%
 - Against: 2%
 - Abstain: 17%
- *Motion passes*

Motion to ratify Sarah Aspler in the CSU Council seat on the SAF Board of Directors

- **Moved by: Titas**
- **Seconded by: Hesser**
 - In favour: 65%
 - Against: 20%
 - Abstain: 14%
- *Motion passes*

Raquel Pardes joins meeting at 7:06pm. They are a Concordia alumni.

Motion to elect Raquel Pardes as a supporting member for the AGM

- **Moved by: Titas**
- **Seconded by: Rhonda**
 - In favour: majority
 - Against: -
 - Abstain: -
- *Motion passes*

Motion to ratify Mia Kennedy in the CSU Executive seat on the SAF Board of Directors

- **Moved by: Dave**
- **Seconded by: Titas**
 - In favour: 74%
 - Against: 6%
 - Abstain: 20%
- *Motion passes*

Motion to ratify Jonah Doniewski in the FASA seat on the SAF Board of Directors

- **Moved by: Juliana**
- **Seconded by: Sofia**
 - In favour: 62%
 - Against: 9%
 - Abstain: 28%
- *Motion passes*

Five people arrive into the meeting who are late registered at 7:16pm: Morgan Penuta (non-student), Anastasia (student), Subhikshaa (community member), Laura Baria Conto (alumni)

Motion to elect Morgan Penuta, Subhikshaa and Laura Baria Conto as a supporting members for the AGM

- **Moved by: Rhonda**
- **Seconded by: Yasmine**
 - In favour: majority
 - Against: -
 - Abstain: -
- *Motion passes*

Faculty Appointments

Motion to ratify Annick Davignon in the Concordia Faculty seat on the SAF Board of Directors

- **Moved by: Juliana**
- **Seconded by: Titas**
 - In favour: 68%
 - Against: 8%
 - Abstain: 24%
- *Motion passes*

Four more people enter the waiting room at 7:21pm: Adi, Chana Leah Natambutz, Sarah W, Sarah Kaced (all students)

- Juliana: agrees with Duha when she says the late registrations have become overwhelming. Proposes a motion to the chair to no longer accept new people in the meeting. Chair agrees, motion is put forward:

Motion to close registrations for the meeting after the people in the waiting room are admitted

- **Moved by: Julianna**
- **Seconded by: Meredith**
 - In favour: majority
 - Against: -
 - Abstain: -
- *Motion passes*

Presentation and Election for Open Seats

- 9 seats are filled, and 4 seats are open for election: ECA Seat, JMSB Seat, ASFA Seat, and 1 Student-at-Large

- Call for last-minute applications:
 - Liora Hechel: wants to apply to JMSB Seat

Questions are placed in chat that need to be responded to by all applicants to the SAF board, any nominees must respond to these questions as part of their candidature to the board.

No other last-minute applications were mentioned at this time.

- Student-At-Large Seat
 - Candidates:
 - Somayeh Rashvand, Concordia PhD student in Art History
 - Drew Sylver, Concordia Student
 - Drew: Does a PhD student count in this seat? Wouldn't it only be for undergraduate students?
 - Duha: No, any student can run for this seat
 - Somayeh presents herself: is a PhD candidate in Art History focusing on decolonial and queer ecologies. Has worked as a professor in Iran and is very interested in sustainability practices in her work and research.
 - Drew presents himself: He is an undergraduate student with little experience but lots to learn. Claims to want to support fairness, civility, and accountability to how we operate on campus. Wants to ensure the board stays student driven and transparent, and maintains balance between funding of different sustainability pillars: ecological, economic, social. Says an anti-oppressive lens is about justice and not ideology, treating every community with equal respect ensuring no group is targeted for their views.
 - Ashley Steinwald in chat: Point of order. Hate comments should not be allowed. Bullying should be banned from these meetings
 - Christopher in the chat: can you specify the specific issues that are affecting Concordia students? And how would you address those issues through the SAF?
 - Jonah in chat: A question for Drew as it pertains to what you said: could you please expand on why you think sustainability is not a political matter at all?
 - Drew responds to this question: questions how sustainability is political: asks if this is a right or left issue. Neither the CSU or SAF has claimed to be partisan. Lets say that sustainability is bi-partisan as it should be, since everyone should be able to contribute to our environment in a fundamental sense, there should not be partisan lines. As for the specific issues on campus: it would be the targeting of certain groups and the politicization of campus. General issue of not consulting all affected groups
 - Somayeh: Sustainability should address the ruins that capitalism and colonialism have caused. When we talk about capitalism and colonialism, we cannot ignore political issues. How can we do that? Even the land we are living on is being destroyed by many issues caused by colonialism and capitalism and political decisions. We cannot ignore politics when discussing sustainability.
 - Rhonda in chat: For both candidates: can you name 2 to 3 concrete actions or projects that you have accomplished that align with SAF's values? This could include papers, projects etc.
 - Somayeh: Has two reviews in the press right now: a book review on anthropocene and human destruction to the environment, she is also writing an article on equality and sustainability for all. She has also chaired a conference at UAAC on how public arts can hide harmful aspects of producing art. All my practices are relating to sustainability and ecological and social justice.
 - Drew says he did not have the privilege to pursue the opportunities of a PhD student, and says SAF is for growing and learning and to figure out how SAF projects align with Concordia's values and SAF's values. Thinks there should be fairness and democracy.
 - Somayeh: wanted to add one thing after Drew's comment: education is a SAF value and one of the

most important parts of sustainability.

- Drew: If it is, then this position inherently favors graduate students, for equity, this is a rather inequitable position.
- Paige: That's not true
- Drew: How?

There proceeded to be multiple comments in the chat asking Drew questions about his views on sustainability. There was also a comment stating how these questions felt 'attacky' towards Drew.

- Call to order by Iqbal: time constraints for all seat candidates to have equal time
- **Poll for Student-at-Large Seat:**
 - Somayeh: 88% - APPROVED
 - Drew: 12%
- Faculty of Arts & Science (ASFA) Seat
 - Candidates:
 - Snigdhodeb Dutta: Concordia PhD student in the Faculty of Arts & Science. PhD focus is on climate and freshwater fish collapse
 - Barbara Nizard: second-year political sciences student
 - Snigdhodeb: Sustainability is rooted in climate justice and anti-oppression. Ensuring student voices are heard and marginalized voices are the ones that lead the way. Putting justice at the heart of our actions, not just being 'green.' Pushing for bold, equitable, and inclusive anti-oppression in all projects
 - Barbara: feels she is in the same position as Drew, being an undergrad against a PhD student. Environmental issues are never neutral and reflect deeper inequalities through who benefits and who it costs. By addressing these root causes, sustainability is not just about being greener but being fairer. Being anti-oppressive means asking tough questions. Moving from extraction to respect.
 - Candidates respond to Rhonda's question from before:
 - Snigdhodeb: Is coordinator of Concordia Pollinators, many campus projects and events; works with climate impacts; and has 6-7 papers published. Works with freshwater fish management and the environment and conservation policies and climate change
 - Barbara: ideas for projects she has: donations for people in need in the winter, students helping other students and community members. Funding projects for sustainability for people in need. Student precarity is increasing; there are many people in need. Zero waste initiatives, focusing on projects where students can see direct benefits.
 - While voting is in progress: Liora asks, "Why can non-SAF Do students vote on who is elected in this seat?"
 - Duha: all supporting members of SAF can vote at the Annual General Meeting
 - **Poll for ASFA seat:**
 - Snigdhodeb: 85%
 - Barbara: 15%
- John Molson School of Business (JMSB) Seat
 - Candidate: Liora Hechel, JMSB undergraduate business student, minor in marketing

- Liora: Has volunteered at a camp for children with epilepsy, likes to speak up and advocate for her community. Was involved in a fundraiser for the Red Cross and a Suicide prevention hotline in Switzerland. She wants to support other organizations and causes.
- Question in chat from Lina: how does sustainability intersect with your academic or personal interests?
 - One of my personal interests is to support and speak up for people with Sustainability. I am actually split between becoming a social worker and a finance worker. I decided on JMSB, but I want to volunteer on the side to support people with disabilities.
 - Many comments in chat requested Liora's full name. It was provided in the poll
- **Poll for JMSB seat:**
 - Liora: 23% in favor, 63% against, 14% abstain - NOT APPOINTED
- Liora: Wondering if someone could explain why people needed to look up her full name, and for what reason she was not accepted and voted against. Reiterated her volunteer experiences. Is confused, especially since there was no alternative option.
- Iqbal: We should move on from this point since there is a lot more to discuss in the meeting.
- Drew: point of order: Perhaps we should get to the bottom of this? This is weird. I'm not contesting my vote, I'm new to these kinds of meetings so maybe I don't know how it works.
- Many people begin to speak in meeting simultaneously
- Iqbal: you cannot call a point of order Drew, you are not a facilitator and this meeting must continue since it is after 8pm and there are more points to discuss.
- Drew speaking over Iqbal: no but I'm just asking if there's any explanation? When someone provides sufficient qualifications and a seat is running uncontested, perhaps there should be an explanation provided. Claims his vote and Liora's was inequitable. Why did a vote take place? Why is nobody answering the question?
- Iqbal points drew to chat, and that folks' reasons for voting are there. States his duty as a facilitator to move the meeting along
 - Some chat messages at this time:
 - Voting is anonymous and members are not required to disclose their reasoning
 - An explanation is definitely not owed.
 - Obviously her qualifications did not satisfy the voting members and DEMANDING an answer is highly undemocratic and unprofessional.
 - the people's opinion is their own. we can move on from this. no one is owed anything.
 - It's a vote, nobody can talk for everyone
 - When a candidate loses, it probably means people think they're not qualified or suitable, you can't ask people why they voted in a certain way. Accept the loss and move on
 - I find your disrespect for this body's time offensive Drew.
 - This feels unnecessarily aggressive on Drew's part I would also like to move on
- Drew continues to speak over Iqbal: No I don't see anything in the chat talking about sustainability
- Duha: People are not required to explain their votes, and you can refer to the chat for more details.
- Drew speaking over Iqbal and Duha: I think it's offensive that people are asking me to be muted in the chat. I am just asking a question, I am not pressuring anyone it's just weird
- Liora also interrupts: didn't you say there was 2 minutes of open floor?
- Juliette: Requests for Drew to stop speaking as he does not have the floor. Reminds the group that the 2-minute open floor is finished and that we need to move on
- Drew: Questions the application of Robert's Rules of Order and how this meeting is aligning with CSU bylaws
- Duha: this is not the CSU
- Drew: but since SAF is a subsidiary of the CSU don't you have to abide by their rules?

- Juliette: You are currently not following the rules
- Duha: I want to clarify that SAF is a non profit fee-levy organisation, not a subsidiary of the CSU. We have our own bylaws. If you have further questions, please refer to answers folks provided regarding their voting in the chat. I ask that we please move on in respect of everyone's time as it is currently 8:12PM. Thank you everyone for your participation.

7. Annual Overview of SAF

A Look Back on 2025

- Committee Updates
 - HR/Governance Committee

Drew once again interrupts the meeting at this point at 8:15pm

- Drew: I am very confused about something. I want to go back and discuss the policies of executive council committees
- Juliette attempts to interject while Drew speaks over her: You do not have the floor; we have moved on
- Duha interjects: Drew, you do not have the floor right now; the votes have been passed. You can send these questions in an email after the meeting. Please respect the meeting and that we have moved on
- Drew interrupts: Ok, so we aren't following Robert's Rules of Order there then? If we aren't, then fine, but if we are, then who has the floor? Don't I have the floor since I'm speaking?
- Someone else interjects with a motion, saying Drew is disruptive
- Duha: No, Drew, you do not have the floor; I do. You could have raised your hand if you wanted to talk. You did not have a reason to interrupt me like that. Thank you for your question; again, you can send an email with your question. Dave is on the speakers' list, so he will go now.
- Drew: Claims that with Robert's Rules of Order anyone who mentions they have a point of interest or point of order then they can speak over anyone who has the floor at any moment
- Dave: According to Robert's Rules, for continued disorder, which we see Drew is exhibiting, I'd like to pass a motion to temporarily suspend Drew from speaking for the rest of this meeting
- Drew interrupts Dave again: If we are using Robert's Rules of Order, then I should have the floor due to my point of interest with additional information.
- Liora interrupts and agrees with Drew and questions if the meeting is following Robert's Rules
- Drew continues to speak about how Robert's Rules are not being followed
- After a brief silence, Duha asks: are we done with this?
- Dave: I would still like to make my motion to remove Drew from the meeting.
- Drew interrupts: well fine but I still have unanswered questions
- Duha: Did you read the chat? Was that not enough of an explanation?
- Drew: says he is just reading the chat now
- Duha: well this has been very disruptive to many people's time...
- Dave: can I continue with the motion?
- Duha: Yes

Motion to remove speaking rights for the remainder of the meeting from Drew Sylver.

- **Moved by: Dave**
- **Seconded by: Christopher**
 - In favour: majority
 - Against: -
 - Abstain: -
- *Motion passes*

Motion is interrupted:

- Unknown speaker: If you are able to put forward a motion then I am able to ask a question through a point of information
- Dave: once you are addressed by the chairperson, yes
- Unknown speaker: Were you addressed by the chairperson? I don't understand
- Drew: yeah true I don't remember him being addressed by the chair
- Christopher: yes it was granted by the chair. If you had been listening and not disrespecting the facilitators you would have caught this
- Drew interrupting Christopher: Don't assume I have been disrespectful, I have been as respectful as I possibly could have been
- Christopher speaking over Drew: I know you have been disrespectful because I feel disrespected by your genuine waste of everyone's time here
- Drew interrupts Christopher: no I feel very disrespected here. How about decorum? Let's talk about decorum, which is a point of order. Because that is [inaudible] to tell me right now
- Dave interrupts: excuse me chair I had a motion on the floor that has been seconded

Motion: resumes and voting starts, but is interrupted by Unknown speaker

- Unknown speaker: So chairperson, or whatever - Duha, are we going by Robert's Rules then? So I know for the rest of the meeting?
- Paige: Can I answer that?
- Unknown speaker: No its ok Paige I asked Duha
- Duha: I am not a board member. There are board members here and chairpersons they can respond to the question
- Unknown speaker: oh I thought you were the chairperson it seemed like you were leading the meeting, Ok you can answer Paige
- Paige: CSU used parliamentary Robert's Rules, SAF uses a different version
- Drew: point of information: do you know what version this would be? This would have been better to know BEFORE the meeting started
- Paige: no but it's a different version from CSU, do you know it Duha?
- Juliette: So we are going with a simplified version of Robert's Rules, there's not a million versions. We have two chairs, that is Iqbal and I, I don't remember acknowledging anyone to the floor after those two minutes were up. Duha had the floor to present all of the work of SAF from this year. I would be really respectful if we could honor what the SAF is doing and give them the time they need. There have been no questions that have gone unanswered. There is a lot of action in the group chat. There is no need to drag this discussion on, we can now give Duha the time she needs to go over the rest of the agenda. We are all here for the AGM, you came here to learn about what is going on with SAF so I don't understand why there's so much resistance to just hearing about this. With that, **the motion has passed**, you are no longer able to speak in this meeting Drew.
- Drew interrupts: let's just let the minutes reflect that we are not going by any rules or order with the way we are running this meeting

- Paige: You are not allowed to talk!
- Juliette: Duha you now have the floor, and then Iqbal will go over financials
- Committee Updates
 - HR/Governance Committee
 - Some members of HR/Gov participated in the hiring process for the executive Director in February and March of this year
 - The contracts for finance coordinator Iqbal Hussain and the Communications Coordinator, Mai Pradhan, were renewed
 - Special Projects Committee
 - Once funding resumed this September, the committee met to review and discuss applications. The committee is able to approve funding for projects applying for \$3,000 or less and make recommendations on projects asking for a higher amount.
 - They approved funding for Defund La Police Festival 2025, the Dr. Esmerelda Thornhill Black Feminist Speaker Series 3rd edition, and Collective 4891 Zine 4th edition
 - Communications Committee
 - Not active this year due to lack of available participants
 - Finance Committee
 - Submitted final audit report of SAFs financial statements for the fiscal year 2024-2025
 - Confirmed the budget for fiscal year 2025-2026
 - Oversaw the completion of all outstanding project funding and honoraria payments for all remaining projects - both SPF and SLLFP - from fiscal year 2024-2025 and earlier
 - Recommended that the total special projects funding be restricted to \$50k per semester - starting with \$20k this fall 2025, and going up to \$50k in winter 2026, and subsequent semesters
 - Initiated project funding activities for fiscal year 2025-2026
 - SAF is back in full action and depending on fee-levies we may be able to increase the 50k
- 2025 in summary
 - Reopened Special Projects Funding Program for Fall 2025
 - Finished all our open reimbursements
 - Living Labs funding program with Office of Sustainability came to an end
 - Duha, our longtime projects coordinator, was hired to be our executive director
 - BoD completed a strategic visioning review
 - Hosted a Townhall to update the community on SAFs operations
 - Co-hosted a sustainability mixer at Le Frigo Vert in collaboration with Sustainable Concordia
- Living Labs Funding Program Report:
 - <https://www.safconcordia.ca/living-labs-at-concordia/>
 - <https://www.safconcordia.ca/wp-content/uploads/2025/09/Living-Labs-Program-Report-3.pdf>
- Changes to Special Project Fund
 - The budget allocation brackets were updated to the following ranges:
 - \$3,000 and under, \$3,000-\$5,000, and \$5,000-\$10,000
 - Additionally, the funding schedule was revised from a monthly model to two funding periods per semester to create a more streamlined and organised approval process with the Board

- New funding schedule

	Funding Cycle 1	Funding Cycle 2
Fall Semester	Sept 1 st Deadline	Nov 1 st Deadline
Winter Semester	Jan 15 th Deadline	March 1 st Deadline
Summer Semester	May 1 st Deadline	July 1 st Deadline

- Reimbursement summary

2022-2023 SPF	2022-2023 Living Labs (SLLFP)	2023-2024 SPF	2023-2024 Living Labs (SLLFP)
Paid \$ 120,732.76	Paid \$ 63,732.33	Paid \$ 110,858.50	Paid \$ 36,111.45
Pending \$0	Pending \$0	Pending \$1,181	Pending \$ 25,668.2

- Sustainability Research Awards
 - Opening in Winter 2026!

8. Financial Review

Financial Controls at SAF

- Cycle:
 - 01 - Financial Coordinator
 - 02 - Independent Auditor
 - 03 - Finance Committee
 - 04 - Board of Directors

- 05 - Users of Financial Statements
- Key internal controls:
 - Dual signing authority
 - Supporting cheque requisition forms required for all disbursements
 - Digital records and scanned expense report
 - Finance committee oversight
 - Semesterly budget to actuals (summer, fall, winter)
 - Year-end audited financial statements
 - QBO Audit Trail Log, password security and locked cabinets

8. 2024/25 Budget Review and Approval

2023-2024 Budget-to-Actuals and Operating Budget for 2024-2025

ANNUAL BUDGET for the FISCAL YEAR 2025 - 2026							
	Total Budgeted 2024-2025	Total Actuals 2024-2025	Variance %	Budgeted Summer 2025	Budgeted Fall 2025	Budgeted Winter 2026	Total Budgeted 2025-2026
Fee Levies							
Undergrad Fee-Levy Rev	263,906.39	398,074.00	50.84%	89,566.65	119,422.20	149,277.75	358,266.60
Graduate Fee Levy Rev	20,680.00	22,895.00	10.71%	5,151.38	6,868.50	8,585.63	20,605.50
Refunds-Allowances	(17,075.18)	(25,258.14)	47.92%	(5,683.08)	(7,577.44)	(9,471.80)	(22,732.33)
Total Fee Levy Income	267,511.21	395,710.86	47.92%	89,034.94	118,713.26	148,391.57	356,139.77
Total Miscellaneous Income	0.00	0.00	0.00%	0.00	0.00	0.00	0.00
Total Income	267,511.21	395,710.86	47.92%	89,034.94	118,713.26	148,391.57	356,139.77
Project Funding							
Special Projects Funding	(103,554.50)	(121,818.50)	17.64%	(58,504.13)	(20,000.00)	(40,000.00)	(118,504.13)
Living Labs Funding	0.00	(64,974.65)	NA	(38,851.35)	(9,780.65)	0.00	(48,632.00)
Total Project Funding	(103,554.50)	(186,793.15)	80.38%	(97,355.48)	(29,780.65)	(40,000.00)	(167,136.13)

Other Projects			
AGM	(150.00)	0.00	-100.00%
BoD Events	0.00	(991.00)	NA
SRA Funding	(12,000.00)	(3,000.00)	-75.00%

Total Other Projects	(12,150.00)	(3,991.00)	-67.15%
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Total Funding Costs	(115,704.50)	(190,784.15)	64.89%
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Other Expenses			
The Refugee Centre Opt-outs	(13,685.04)	(28,889.59)	111.10%
745 Minute Taking	(1,225.13)	(2,410.44)	96.75%
Board Facilitator	(2,236.38)	(1,915.92)	-14.33%
Bank charges	(336.00)	(635.40)	89.11%
Food for Events, and Fairs	(1,000.00)	0.00	-100.00%
Insurance	(1,876.94)	(1,960.80)	4.47%
Employee health insurance	(2,240.00)	(1,416.12)	-36.78%
Professional and Accounting	(4,443.64)	(6,012.91)	35.31%
Marketing / IT (Adobe, MS, Web, Cr.Card)	(1,501.74)	(750.00)	-50.06%
Office Expenses, Phone	(2,223.76)	0.00	-100.00%
Payroll Service Charges	(439.62)	(785.28)	78.63%
Supplies	(100.00)	0.00	-100.00%
Professional Development	(3,750.00)	(2,822.08)	-24.74%
Health & Well Being	(3,750.00)	(3,814.81)	1.73%

0.00	(1,000.00)	0.00	(1,000.00)
(500.00)	0.00	0.00	0.00
0.00	0.00	(12,000.00)	(12,000.00)

(500.00)	(1,000.00)	(12,000.00)	(13,000.00)
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(97,855.48)	(30,780.65)	(52,000.00)	(180,136.13)
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(5,787.27)	(7,716.36)	(9,645.45)	(23,149.09)
(753.26)	(1,004.35)	(1,255.44)	(3,013.05)
(598.73)	(798.30)	(997.88)	(2,394.90)
(177.91)	(237.22)	(296.52)	(711.65)
(250.00)	(333.33)	(416.67)	(1,000.00)
(549.02)	(732.03)	(915.04)	(2,196.10)
(396.51)	(528.68)	(660.86)	(1,586.05)
(412.07)	(4,790.32)	(1,512.07)	(6,714.46)
(210.00)	(280.00)	(350.00)	(840.00)
0.00	0.00	0.00	0.00
(219.88)	(293.17)	(366.46)	(879.51)
(25.00)	(33.33)	(41.67)	(100.00)
(656.25)	(875.00)	(1,093.75)	(2,625.00)
(656.25)	(875.00)	(1,093.75)	(2,625.00)

Total Other Expenses	(38,808.25)	(51,413.35)	32.48%
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Total Costs Before Payroll Expenses	(154,512.75)	(242,197.50)	56.75%
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Payroll Expenses			
Executive Director	(51,551.50)	(51,700.00)	0.29%
Project Coordinator	(39,254.12)	(33,000.00)	-15.93%
Communications Coordinator	(40,539.56)	(38,505.60)	-5.02%
Finance and Funding Coordinator	(40,671.32)	(36,360.00)	-10.60%
Deductions	23,342.64	19,745.20	-15.41%
Bonus	0.00	(21,000.00)	NA

Total Payroll Expense	(148,673.86)	(160,820.40)	8.17%
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Total Expenses	(303,186.61)	(403,017.90)	32.93%
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Surplus / Deficit Brought Forward	10,885.91	10,885.91	
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Net Surplus / (Deficit)	(24,789.49)	3,578.87	-114.44%
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(10,692.16)	(18,497.10)	(18,645.55)	(47,834.81)
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(108,547.64)	(49,277.75)	(70,645.55)	(227,970.94)
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(13,398.00)	(17,864.00)	(22,330.00)	(53,592.00)
0.00	0.00	(6,356.00)	(6,356.00)
(10,203.98)	(13,605.31)	(17,006.64)	(40,815.94)
(9,665.61)	(12,887.48)	(16,109.35)	(38,662.44)
4,514.41	6,019.22	8,386.53	20,929.91
0.00	0.00	0.00	0.00

(28,753.18)	(38,337.58)	(53,415.46)	(118,496.46)
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(137,300.82)	(87,615.33)	(124,061.01)	(346,467.40)
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894.72	1,192.96	1,491.20	3,578.87
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(47,371.16)	32,290.89	25,821.76	13,251.24
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- Important notes:
 - Fee levies were higher than expected
 - We ended in a 3k surplus, we were expecting a 24k deficit
 - All opt-outs have been paid

NOTES:

End of FY 2024 - 2025

- Surplus! We are ending this Fiscal Year 2024-2025 with a small surplus.
- We received slightly higher fee levies than expected - mostly thanks to the money already paid by int'l students before they left
- This is balanced by the doubling of opt-outs towards the end of the fiscal year - please note many of the optouts were brought forward from the previous fiscal year
- Bank charges were higher as the previous ED had refused to fix or pay outstanding credit card fees

For FY 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 we're 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)
- Surplus from previous fiscal year along with current and Summer fee levies will help us cover all of the outstanding Living Labs and Special Projects funding by the end of Summer 2025
- We are expecting to finish this Fiscal year 2025-2026 with a slight surplus (given the court ruling in favor of anglophone institutions, this number will likely be much higher)
- It is recommended that we restrict total Special Projects 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 fullswing in Winter 2026
- SRAs are announced in Fall 2025, and recipients will receive the award and funding during Winter 2026 - note that is entirely dependent on support from Faculty

- Question from Anastasia: I have a clarifying question: it says that your projected budget for special projects funding is \$118,000. Could you clarify what those special projects are?
- Iqbal: Special projects are the projects we fund. Last fiscal year we had two streams of funding, the special projects and the living labs funding. Living Labs no longer exists so we just have special projects, which essentially means 'projects'. It refers to all the projects we fund
- Anastasia: I wanted to know if you had examples of what projects will be funded this year? Or if you have examples of past projects?
- Iqbal: you can find every project we have funded on our website, including our financial statements and projects we have funded
 - <https://www.safconcordia.ca/projects/>
- Drew raises their hand, Juliette: there was a motion for you to not speak so we will move on
- Drew: that's really how you're going to do this? Even if I have a question for transparency?
- Drew is muted
- Ashley Steinwald: just for future meetings and this meeting, I wanted to ask if we are following a specific system for order? My question was not answered about this. Are we following Robert's Rules? Or are we just going all over the place for whatever makes sense for the chair and everything?
- Juliette: we are using Robert's Rules
- Ashley: Oh because at the beginning of the meeting Robert's Rules were not applied, and I only saw them applied for when it was to get someone to stop speaking. Is there a reason why the rules apply to some people and not others?
- Iqbal: we have a motion on the table right now to approve the finances, could we continue with this motion please?
- Ashley: actually I have the right to speak and have my question answered at this moment Iqbal. You had your time to speak which was amazing but now it is my turn and I have the right to have my questions answered.
- Duha: have you seen the chat? Someone responded to you earlier we did see it.
- Samantha: I think this was a great question you can email to SAF for consideration for future meetings. It is almost 9pm and we want to move forward with the meeting.

Motion to approve the SAF 2024-2025 Operating Budget

● **Moved by: Elena**

- **Seconded by: Pauline**

- In favour: 86%
- Against: 11%
- Abstain: 3%

- *Motion passes*

Motion to approve the Finance Auditor Ron & Stephanie Amstutz, Amstutz Inc.

- **Moved by: Meredith**

- **Seconded by: Rhonda**

- In favour: 82%
- Against: 15%
- Abstain: 3%

- *Motion passes*

- All audit reports can be found on the SAF website:
<https://www.safconcordia.ca/about-the-fund/#1480017550762-3249f948-ae41>

9. Raffle and Closure

- Thank you for all the contributions of outgoing board members! Erik Huang, Elizabeth Malitastinic, Georgette Pascual, Hailey Krackovitch-Pellatt, Tiffany Soamihary

Motion to adjourn the AGM

- **Moved by: Pauline**

- **Seconded by: Titas**

- In favour: majority
- Against: -
- Abstain: -

- *Motion passes*