

SAF Board of Directors Meeting Minutes

April 1st, 2026

[ONLINE]

Meeting Time: 16:00 - 17:00

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)

Sarah Aspler (CSU Council)

Jonah Doniewski (FASA)

Snigdhodeb Dutta (Arts & Science)

Somayeh Rashvand (Student-at-large)

Yasmine Kaced (Student-at-Large)

Juliette Weil (Concordia Staff)

Annick Davignon (Concordia Faculty)

Members absent:

Paige Keleher (Sustainable Concordia)

Mia Kennedy (CSU Executive)

1. Call to Order & Land Acknowledgement

2. Review and Approval of Minutes

3. Review and Adoption of Agenda

Motion to approve the [April 1st 2026] agenda:

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

4. SAF General Updates

a. Bylaws/Patents Updates

- i. Duha has taken over the work of revising SAF's bylaws and patent to make sure that the organization is in compliance with Quebec law and our bylaws are up-to-date with our operations. It has not been updated since 2007 when SAF was established.
- ii. We are working with a COCO consultant named Taharima Habib on this, and she is guiding the process.
- iii. The first step is to update our letter of patent and then identify aspects of the bylaws that need to be updated. The board has already given the green light on working on this. Bylaw revisions will be brought up at the AGM for membership to vote on.
- iv. Particular changes needed:
 - Patent: Board composition and mission (mostly the same, just wording has changed since initial application.) need to be updated. HR/GOV reps may be needed for the patent update application.

Motion to update Patent.

● **Moved by: Annick**

● **Seconded by: Rhonda**

- In favour: all
- Against: none
- Abstain: none

● *Motion passes*

- Bylaws: Mission, board composition, tenure, place & frequency of board meetings, members, AGM, election procedures & financial considerations need to be updated. The consultant will help with drafting the language, and the board can approve it later before the AGM. They will then need to be ratified by membership at the AGM.

- v. HR/GOV committee was in favor of moving ahead with the changes

b. Project coordinator position

- i. For the past year, since Duha moved to the ED role, the project coordinator role has been divided by staff amongst them. We are now proposing that we keep this dynamic as it has been working very well, and instead of hiring for the position, we increase wages for the 3 staff members to account for the new responsibilities added from the project role.
- ii. This would also put the wages at market value. Staff's current salaries are quite low based on similar positions. It was also suggested that each role be paid equally, which aligns with SAF project funding values.
- iii. Rhonda: was at fincomm meeting.
 - Rhonda: Job descriptions should be made very clear, each role that each SAF employee has taken on from the project coordinator position should be noted in bullet points accurately should you need to hire for these roles suddenly or in the future. Increasing wages proportionally to the amount of labour is very important, especially as 3 people are now taking on the roles of a whole position. SAF should look to People's Potato to see how to accurately pay staff as they seem to be a model in student fee levy groups in terms of funding structures.

- iv. Both FinComm and our consultants have advised that it is a good idea. Our consultant recommended that before it goes into effect, we consult with a tax accountant for advice, as it would change the tax bracket for staff.
- c. **2026-2027 Budget :**  SAF - Budget-to-Actuals and Budget FY 2026-27.pdf
 - i. Undergrad Fee-levy was higher than expected, extra will be going towards next year's project funding
 - ii. Officially done with transferring money to close living labs project in 25-26 fiscal year - final 48k is in the process of being transferred to OOS
 - iii. Opts out were lower than expected
 - iv. Minute-taker and facilitator pays have gone up
 - v. Ending the year 2025 with a surplus of \$16,000.
 - vi. For 2026-27 budget year: Special project funding increasing to \$150,000, and SAF is also increasing SRA funding, and minute-taker + facilitator salaries. Staff salaries are also increasing to align with new roles.
 - vii. Jonah: Is the higher expected fee-levy amount due to increased enrollment?
 - Iqbal: yes, but we are expecting it to not change much. Iqbal is being prudent by including a lower number
 - Duha: all the fee-levies were concerned last year with the fee-levy that would be received, but we ended up getting more than expected. We are basing the new number on last year's fee-levies we received.
 - viii. Annick: Is very happy staff are raising their pay after seeing how low the salaries were
 - ix. Juliette: could we use some of our surplus for team bonding events/activities?
 - Iqbal: yes there is some money set aside for these types of events!
 - Duha: we received our credit card (finally) so we would love to take the board out for dinner soon!
 - x. Jonah: the budget will be officially passed at an AGM right?
 - Duha: yes!

Motion to approve the 2026-2027 SAF Budget.

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

5. Committee Updates

a. HR/Governance

- i. No updates

b. SPC

- i. No updates

c. Finncomm

i. No updates

d. Marketing/Outreach

i. No updates

6. Project Funding

Regular Project Funding Annual Budget: \$120,000

Funding Allocated so far: \$91,400.80

Total Project Funding Remaining until May 31 2026: \$28,599.80

- a. Our new budget for 2027-28 (starts as of June 1st) has \$150k for SPC. If there are projects from this round that the board wants to give full funding, you can approve them now with a motion for it to be budgeted under 2027-28 instead

SPC committee approved projects

- [Summary of Winter 2026 Applications - Google Docs](#)
- SPC decisions: [Winter funding period SPC 2026 - Google Docs](#)
-  O Cycle

Board of Directors Project Funding Discussion

Project 1: [O'Cycle]

- Requesting [\$3,750]
- Timeline: January 2026 - April 2026
- Presented by [Duha]
 - Notes
 - The event space rental is pending SAF funding approval, and it was already discussed and recommended full funding by the SPC.
 - The event is happening very soon.
 - This is a student project from Concordia's Design Art program. The team is comprised of 25 students + their professor providing guidance.
 - O-cycle engages students in exploring ecological design through the transformation of reclaimed materials.
 - The project examines how discarded or surplus materials can be reinterpreted as resources for sustainable innovation and speculative product design.
 - Students use reclaimed materials as the starting point for developing new forms, functions, and user experiences.
 - Participants apply eco-design strategies, including lifecycle analysis, resource efficiency, durability, modularity, and reduced environmental impact.

- The project presents sustainable design as the main approach to product design, not just an alternative option, and encourages a shift in how people think about materials, authorship, and consumption in design.
- It promotes dematerialization, focusing on adaptable, long-lasting, and shared products instead of disposable ones.
- The project is conducted in partnership with the Olympic Stadium, which provides reclaimed technical fabric, tools, and facilities.
- This collaboration places the work in a real-world design context, emphasizing feasibility and responsible production methods.
- The students will develop prototypes and design concepts using reclaimed materials and present them in a public exhibition open to the wider audience.
- Notable budget items: \$150 for printing, \$100 for flyers, \$2,000 space rental
- SPC really liked this project. They need to book their venue and are running out of time, that is why we are discussing it now at the BoD meeting. The amount requested is above the SPC threshold
- Duha: after discussions with the professor of this course it was noted that students are finding the funding deadlines challenging. It could be worthwhile for this upcoming year to consult with the profs and programs (gina cody, capstone etc.) who are frequently recommending SAF funding to their students. It could be good to have discussions to better align our timelines with when students most need funding approvals.
 - Rhonda: organising a funding information session could be very informative
- Duha: O'Cycle is open for everyone, please attend their exhibition if possible!

Motion to approve full funding of [\$3,750] to the [O'Cycle] project.

- **Moved by: Jonah**
- **Seconded by: Rhonda**
 - In favour: all
 - Against: 0
 - Abstain: 0
- *Motion passed unanimously;*

7. Community Announcements and Ancillary Items

a. Sustainable Concordia x QPIRG Concordia Blanket Exercise - April 15th

8. Adjournment