SAF BOD Meeting – November 2016 Meeting Minutes
Full Session

Meeting Date: Nov 7th, 2016
Meeting time: 17:30 - 19:45pm
Attendees: Nadra Wagdy (SAF CEO), Ariel Dabora (SAF CFO), Kristina Parker (Facilitator), Jes Way (Meeting Minutes), David Moniz(CASA), Alice Wei (Student at large), Julia Glassco (Alumni), Mark Underwood (SC), Devon Ellis-Durity (Student at large), Lana Galbraith (CSU), Agunik Mamikonyan(ASFA)
Absent: Samantha Goudreau (CSU), Isabella Donati-Simmons (FASA), Zilani Oliuddin (ECA), Mudasser Akbar (GSA)

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1. Welcome + Roll call

2. Presentation Noelia:

- Provided informal update, as she wanted feedback from the board.
- Updating all application documents, harmonizing everything with the website, revised application form.
- Explanation of each project category. Data did not make sense.
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- Metrics: after the project.
  - Environmental
  - Social
  - Economic
- Presented the metrics she already recorded. Some things are hard to measure. Don't have resources to help projects measure the metrics. We also don't have incentives for projects to measure (all is voluntary).
- Each board can mobilize their community to create resources to help projects their metrics.
- Another option - make it a requirement that project sits with project coordinator and determine for each project, what is mandatory to measure.
- CCSA categories; Use expertise of all board members.
- Board feedback:
  - Agunik: "did you consider partnering with CURE"?
  - Waste – directing them to EH&S (audit) – use existing resources.
  - Partner with Faisal
  - David talks about his experience in SAF application & metrics. Timing is an issue.
  - Report should fit in with the metrics (measurement) NOT date of completion.
  - Mark: what is our vision/ mandate – are we reaching our goals?
  - Connecting with other funding bodies.
  - Refining our metrics; What we want – why we want them – Compare them – standardize - How many Concordia students engaged – Extent and type of engagement – Do you just pass by or do you participate

3. Special Projects Discussion (Presented by Julia)

Lana motions to go into closed session, seconded by Agunik

[Meeting moves into closed session]

[Move back into open session]

Lana moves to ratify all decisions made in closed session, seconded by Julia - vote unanimous, decisions all ratified.

Lana moves add Divest concordia to the agenda after SAF updates - added.

4. SAF Updates:

- **HR updates:**
  - Received more than 50 applications for Project Coordinator role, very good, difficult selection
  - To choose interviewees, preselected 21 applicants, everyone selected top 5, then decided on 4 favorite candidates among the group; Noelia, Nadra and HR people will interview
  - Applicants will also need to submit a written assignment, related to project coordination (communicating with project applicants)
- **Marketing and outreach:**
  - SAF anniversary planning and SAF relaunch of website
    - Website colors: green, light green, orange and grey
    - Will launch website in Jan, 10 weeks before anniversary
    - Will release information each week; last week of anniversary will have an event each night
    - Will be a commercial for 10 year anniversary; honorarium will be granted to student for producing
    - Thursday before anniversary, talking to CSU around partnership to have keynote speaker and sustainability panel to talk about last 10 years and next 10 years (Thursday March 23rd); have contacted David Suzuki and waiting for response; will invite alumni, current teachers, etc.
    - Budget for anniversary is $1000, but should be around 4 or 5 k, may need to tap into internal budget
  - Sustainable Concordia's 15th anniversary next year as well; maybe could pair up with SAF (SAF started as a working group of SC)
  - Also launching “choose your curriculum” for new program event (november 17th at the Hive)
- **Governance**: no governance meeting
- **Finance**:
  - At the meeting, did high level financial reporting review

- Went over audit of check registers
    - Sampling methodology: take randomly chosen samples, review and make sure everything is in order
    - Came across one anomaly
- Concerns for Finance: Transparency, do board members and student community members have visibility to public; accountability, to ensure funds are spent appropriately
- Did budget to actual (121k out of 215 - june to sept 30 - 56% collected):
    - Realized 4 projects cancelled (coop bookstore, sustainable spinning, bread and theater, and solar generator; cancelled because they fell apart and couldn't secure funding)
    - Have an extra funds from these cancelled projects. Money was never allocated, so wondering how allocate money ($18,165); 3 options FC thought of:
        - Put into the rollover
        - Reinject funds into project funding for this year
        - Reinject funds into under-budgeted budget lines
    - If FC didn't bring it up, the money would have automatically been rolled over end of year
    - Currently have a 12k deficit (in approved budget, have an excess of expenses over revenue collect - i prior years we ran surpluses, always collecting more money than spending, less operational expenses)
    - Group discussed reinjecting back to project / partnership funding; would require to up outreach game (reaching out to community to find out how to spread 18k)
    - Could put money into 10 year anniversary to make sure have enough, and invest rest into partnerships / project money:
        - If project anniversary - two speaker scenarios:
            - Partnering with CSU and major speaker (would need 5 or 6k)
            - Partnering with lesser known speaker (would be less)
            - Booking space is costly (2k approx), as are speaker fees
        - CSU was thinking would give an offer a large amount of money to standing rock in trade for David Suzuki coming to speak, offered to donate 10k instead of speaker fee.
        - Will also need more for honorarium; got feedback that between 700 and 900K for commercial would not be enough, need more like 1300/1400 to make it worthwhile
    - On the other hand, SAF usually don't spend all of the money, so why put more money into project funding…?
    - Another option, allocate to various things, and separate percentage-wise
    - Mark suggests give finance committee leeway to allocate as they see fit
- Salaries under budget for first three months (under budget by 3%)
    - Salaries cannot go over budget because no overtime, just banking hours for a future period.
    - Operating expenses consistent, budgeted 1500 for training costs, went over by around $400 as a couple of extra days of training needed

- **SAF updates from Nadra:**
    - In discussions with TAG at concordia regarding potential partnership
        - TAG focuses on research, creation, game design and culture; Brings together students from various departments (interested in games)
        - Nadra approached them regarding their January global game jam: Weekend long game marathon (build a game from concept to execution - digital or board game)
        - They are interested in doing a sustainability theme
        - SAF would brainstorm a theme and this is what the weekend would surround; thinking of contributing up to $4k (and they would match) and SAF would have a say…BOD could be involved in Jury
        - Justine prefers that digital games (As opposed to board, for SAF involvement), something digital that can be on website
        - Nadra welcomes BOD to let her know if they can think of any potential themes (choose your own adventure, with life choices resulting in certain scenarios? animals, baby seals?)

5. Divest Concordia

- CSU byelection topics, one related to concordia divesting from fossil fuels
- CSU is looking for SAF's support of a Yes
- Mark motions to endorse the divestment yes campaign, seconded by Julia
    - Unanimous (vote)

6. Other Matters

- Finance training still needs to be scheduled; group agreed that would do this separately from the next meeting (bring someone in external) - do in next two weeks? Nadra to send out Doodle
- Next meeting: Application funding deadline is Nov 15, few applications to discuss; Group agreed that Monday's and Thursdays are good for meetings, so Kristina will send a Doodle for meeting time

7. Adjournment

Mark motions to adjourn, seconded by Devon.

[Approximately 7:15 - meeting adjourned]