

SAF 2023 AGM Minutes

November 9th, 2023

[ONLINE]

Meeting Time: 17:00- 19:00

Meeting Chairperson: Sebastian Di Poi

Meeting Minute Taker: India-Lynn Upshaw-Ruffner

Members in attendance:

Sebastián Di Poi (SAF)

Duha Elmardi (SAF)

Iqbal Hussain (SAF)

Katherine Parthimos (SAF)

Paige Keleher (Sustainable Concordia)

Asif Ali (GSA)

Erik Huang (Community)

Mohammad (Haman) Jamali (Student-at-Large)

Elizabeth Malitastinic (Fine Arts)

Georgette Pascual (Arts & Science)

Cassandra Lamontagne (Concordia Staff)

Members absent:

Sandra Mouafo (Living Labs)

Maria Chitoroaga (CSU)

Marissa Profetto (ECA)

Mitchell McLarnon (Concordia Faculty)

1. Welcome, Call to Order & Land Acknowledgement

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 Hesser Garcia, Alex Dechastel, Meredith

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

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

- **Motion:**

Motion to appoint Sebastian Di Poi as Chairperson and India-Lynn Upshaw-Ruffner as Minute Taker

- **Moved by: Brett Cox**
- **Seconded by: Cassandra**
 - In favour: all
 - Against: none
 - Abstain: none
- *Motion passes*


5. Review and Approval of the Agenda

- **Motion:**

Motion to adopt the SAF 2023 AGM agenda

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

6. Review and Approval of 2022 AGM Minutes

- Review of 2022 minutes:  SAF [2022_10_25] AGM MINUTES.pdf
- Motion:

Motion to approve the 2022 SAF AGM Minutes

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

7. Annual overview of the Sustainability Action Fund

- Welcomed a new Finance and Funding Coordinator! Farewell Courtney and welcome Iqbal
- Also, SAF had a fee-levy increase this past year!
- **Strategic Directions 2021-2024**
 - Improve support and resources for projects with long term impacts.
 - Increase the accessibility, education and engagement with social sustainability at Concordia.
 - Enhance the resilience of the SAF.
 - Strengthen support and accountability for student involvement in community initiatives.

HR/Governance Committee

- a. The HR / Governance committee met less consistently than the previous year due to turnover in the committee, yet managed to execute its core duties with regards to staff evaluations, which now included evaluations for both support positions, Board Facilitator and Board Minute Taker.
- b. Furthermore, the HR / Gov committee began drafting a remuneration policy and further developed policies around board voting and election procedures. Lastly, the HR / Gov committee oversaw the hiring process for our new Finance and Funding Coordinator, Iqbal Hussain.
- c. Sebastian is leaving his position as executive director shortly

Special Projects Committee

- a. The Special Projects Committee (SPC) has consistently convened monthly meetings to evaluate and deliberate upon all incoming proposals and revision requests.
- b. Periodically made recommendations on project themes prioritize.
- c. Requested further information needed from projects and made recommendations to the board.
- d. During the fiscal year spanning from June 2022 to May 2023, the committee granted financing for a total of 10 student projects, staying within the allocated budget limit of \$1,500.
- e. The committee also continued its role of overseeing the project by expense report to ensure the appropriate reallocation of money from completed projects to the current year's funding budget.

Communications Committee

- a. The Communications committee met various times throughout the year to discuss promotional strategies as well as a focus on content creation to our social media platforms. This committee supported the Communications coordinator in offering feedback and ideas on her design creation drafts before the final product was posted.
- b. This committee was a place for the members to give feedback and share their ideas on SAF content. the committee members were also given the opportunity and encouraged to lead their own content creation in research and design to showcase through the SAF profiles.
- c. Instagram takeovers have been a large feature this past year, and the Communications committee assisted in selecting organizations and projects to offer these instagram takeovers to on SAF instagram profile.
- d. The members of this committee also supported the creation and research process of the new content streams such as the Sustainability Trivia series and the SAF Board of Director Takeovers.

Finance Committee

- a. The Finance Committee has continued its quarterly meetings to provide finance oversight on the following:
 - i. Review and discuss budget vs. actuals
 - ii. Annual budget projects and planning
 - iii. Long term financial trends/planning
 - iv. Internal documentation and processes
 - v. Goal setting
- b. Additionally, the finance committee voted and provided feedback on internal organizational development including:
 - i. Discussed avenues and goals for increasing and diversifying SAF's funding
 - ii. Reviewed new internal documentation and tax processes to increase internal organizational efficiency
 - iii. Approved a line of credit as an additional financial fail safe measure
 - iv. Approved policies surround cost of living adjustments for staff, increasing internal staff capacity, and new fund disbursement policy for smaller projects

Sustainability Research Award

- a. SRA Recipient themes:
 - i. Top three categories were community (33.3%), education (20.0%), and energy, resources, technology and waste tied at 13.3%
- b. SRA Applicants vs. Recipients by faculty

8. Project Metrics

Global Key Averages

- a. Average amount funded per project: \$3,537.92
- b. Amount of students engaged in total: 3,299
- c. Amount of faculty & admin engaged: 154
- d. Total amount funded: \$194,462.03

Funding Request Growth Trend

- a. This year, we received a total of 59 applications, which is 15 more than last year. However, the funding gap between the total amount requested from applicants and the amount we allocated has dropped to 66.55%, as compared to last year's 86.74%. In addition, this year SAF allocated the greatest amount of funds to date, with a \$194,462.03 budget.
- b. Demand is higher than we can provide at the moment

Quantity of Applicants

- a. This year, we funded 7 more projects than last year, for a total of 44 funded projects.
- b. Funded 8 Living Labs Projects, 36 Special Projects
- c. 44 project applications were allocated funds in 2022-23, 15 were rejected

Average Amount Allocated per project

- a. When we exclude the Living Lab projects, the average amount funded per project has decreased by 15% from last year. Including the Living Lab projects, our average amount funded per project is skewed and jumps up to \$4,419.59 per project.

Percentage funded by Sustainability Theme

- a. This year, we've seen a big increase in projects focused on community from the previous year. This year, it has received the most funding, and education has also seen an increase.

Number of Projects funded by Sustainability Topic

- a. Community building has more than doubled in terms of the number of projects funded this year compared to last year, and it continues to be the most popular topic. Sustainable production and consumption have also increased and continue to be the second-most popular topic.

Partnerships

- a. Sustainability Living Labs Funding Program at Concordia University
 - i. The Sustainability Living Lab Funding Program is a five-year matching funding program partnership between the Sustainability Action Fund and Concordia University. The program seeks to support the development and implementation of living lab projects led by students, staff and faculty at Concordia University.
 - ii. The overarching goal of the program is to support and fund projects that respond to the goals and targets outlined in Concordia University's five-year Sustainability Action Plan.
 - iii. Launch date - January 1st, 2021
 - iv. More info:
<https://www.concordia.ca/content/dam/concordia/services/sustainability/docs/Hub/plans/Sustainability-Action-Plan-Community-Version.pdf>
- b. Sustainability Living labs Funding Program Restructuring
 - i. The Sustainability Living Lab Funding program underwent a restructuring over the course of the 2022-23 fiscal year that took effect in September 2023.
 - ii. Under the [new application process](#), the Office of Sustainability (OoS) and the SAF will receive applications on a per-semester basis, offering greater mentorship, development, and support for project applicants.

- iii. With the hiring of the new Sustainability Living Labs Coordinator, Sandra Mouafo-Nouadje, the program is set to benefit from a wider reach at the university and better project integration into the [Sustainability Action Plans](#).

- c. SLLFP Breakdown
 - i. Funded eight projects:
 1. Market Garden Internship Program
 2. Mobilizing Data for Justice
 3. Deep Time Walk Tiohtiá:ke/Montreal
 4. Sustainable Transformations
 5. MATTEReality: Sustainable Studios
 6. Mind.Heart.Mouth
 7. Urban Agriculture School
 8. Exploring Sustainability Across the Arts
 - ii. Total of \$67,097 allocated
 - iii. Rollover into 2023/24 - \$35,442

BREAK and RAFFLE

1. Financial Review

Finance Cycle of Controls at the SAF

- a. Finance loop: at the top is the finance coordinator, we use an independent auditor firm to issue assurance over our annual financial transactions to ensure they are accurate and reported properly. This is a process which is wrapping up now.
- b. Then our finance committee is formed by board members and the finance coordinator, we meet at minimum every quarter (highlights earlier in meeting) look at budgets to actuals, review budget.
- c. Users to financial statements (all online) students BOD, university, banks etc.
 - i. controls over disbursements- dual signing authority. We have electronic support for this (reimbursements to projects, payroll expenses, any money to things like insurance) digital records continue to be more important with remote work.,
 - ii. finance committee provides oversight ensuring controls operate well, and ensure communication to wider board.
- d. Budget is broken down by semester. Year end-statements and QBO online has an audit trail and reinforced online security

2022-2023 Budget-to-Actuals

- a. Budget:

	Total Budgeted 2022-2023	Total Actual 2022-2023
Fee Levies		
Undergrad Fee-Levy Rev	275,814.00	261,243.91
Graduate Fee Levy Rev	26,022.00	27,268.78
Refunds-Allowances	(18,110.16)	(17,310.76)
Total Fee Levy Income	283,725.84	271,201.93
Miscellaneous Income Sources		
Dept. A&S - Research Projects Funding	5,000.00	5,000.00
Dept. Fine Arts - Research Projects Funding	2,500.00	2,500.00
Dept. ECS - Research Projects Funding	2,500.00	2,500.00
University Contributions - Living Labs	40,000.00	40,000.00
Rollover Project Funds SLLFP	5,000.00	5,000.00
Rollover Project Funds SPF	5,000.00	5,000.00
CCSL Income	1,500.00	1,500.00
Eric St.Pierre	5,000.00	5,000.00
Interest Income	60.00	15.00
Total Miscellaneous Income	66,560.00	66,515.00
Total Income	350,285.84	337,716.93

Project Funding		
Special Projects Funding	(100,000.00)	(116,315.03)
Living Labs Funding	(72,000.00)	(63,137.00)
Total Project Funding	(172,000.00)	(179,452.03)
Other Projects		
Workshop Series	(3,000.00)	0.00
Other Internal Projects/Events	(1,500.00)	(1,606.00)
AGM	(600.00)	(600.00)
Community Contributions	(500.00)	0.00
SRA Funding	(20,000.00)	(9,649.50)
Total Other Projects	(25,600.00)	(11,855.50)
Total Funding Costs	(197,600.00)	(191,307.53)

	Total Budgeted 2022-2023	Total Actual 2022-2023
Other Expenses		
745 Minute Taking	(1,200.00)	(976.67)
Board Facilitator	(1,500.00)	(1,782.83)
Bank charges	(120.00)	(96.90)
Food for Events, Meetings, Fairs	(500.00)	(896.77)
Insurance	(1,500.00)	(1,596.04)
Employee health insurance	(1,260.00)	(1,899.06)
Legal and professional fees	(3,400.00)	(3,449.25)
Marketing / IT (Adobe, MS, Web, Cr.Card)	(1,500.00)	(1,362.61)
Office Expenses, Phone, Internet, QBO	(480.00)	(687.12)
Payroll Service Charges	(800.00)	(477.84)
Supplies	(150.00)	(10.53)
Professional Development	(2,000.00)	(1,743.78)
Health & Well Being	(2,000.00)	(3,000.00)
Total Other Expenses	(16,410.00)	(17,979.40)
Total Costs Before Payroll Expenses	(214,010.00)	(209,286.93)

Payroll Expenses		
Executive Director	(49,586.00)	0.00
Project Coordinator	(21,957.00)	0.00
Communications Coordinator	(29,640.00)	0.00
Finance and Funding Coordinator	(37,440.00)	0.00
Benefits for Employees	(16,634.76)	0.00
Total Payroll Expense	(155,257.76)	0.00
Total Expenses	(369,267.76)	(209,286.93)
Net Surplus / (Deficit)	(18,981.92)	128,430.00

b. Important notes:

- i. We had planned for a deficit of between 40k and 50k for the FY 2022-2023 for the following reasons:
 1. Increased demand for funding projects
 2. Meeting those demands
 3. Pushing for greater outreach
 4. Securing the increased fee-levies for the next FY 2023-2024

c. 2022-2023 Audited Financial Statements

- i. Cash is low as the demand for funding has gone up significantly
- ii. No additional assets were procured over the fiscal year
- iii. Fee levies from UG went up, allowing us to provide for more projects in greater volume
- iv. Approval of Stephanie Amstutz as Financial Auditor from Ron Amstutz Inc.

Motion to approve Stephanie Amstutz as SAF Financial Auditor

- **Moved by: Meredith**
- **Seconded by: Erik**
 - In favour: all
 - Against: none

- Abstain: none
- *Motion passes*

2. Presentation and Approval of 2023-2024 proposed budget

2023-2024 Budget

ANNUAL BUDGET for the FISCAL YEAR 2023 - 2024				
	Budgeted Summer 2023	Budgeted Fall 2023	Budgeted Winter 2024	Total Budgeted 2023-2024
Fee Levies				
Undergrad Fee-Levy Rev	112,500.00	150,000.00	187,500.00	450,000.00
Graduate Fee Levy Rev	6,562.50	8,750.00	10,937.50	26,250.00
Refunds-Allowances	(7,143.75)	(9,525.00)	(11,906.25)	(28,575.00)
Total Fee Levy Income	111,918.75	149,225.00	186,531.25	447,675.00
Miscellaneous Income Sources				
Dept. A&S - Research Projects Funding	1,250.00	1,666.67	2,083.33	5,000.00
Dept. Fine Arts - Research Projects Funding	625.00	833.33	1,041.67	2,500.00
Dept. ECS - Research Projects Funding	625.00	833.33	1,041.67	2,500.00
University Contributions - Living Labs	10,000.00	13,333.33	16,666.67	40,000.00
Rollover Project Funds SLLFP	1,075.15	1,433.54	1,791.92	4,300.61
Rollover Project Funds SPF	1,075.15	1,433.54	1,791.92	4,300.61
CCSL Income	0.00	0.00	0.00	0.00
Eric St.Pierre	0.00	5,000.00	0.00	5,000.00
Interest Income	6.25	8.33	10.42	25.00
Total Miscellaneous Income	14,656.55	24,542.07	24,427.59	63,626.21
Total Income	126,575.30	173,767.07	210,958.84	511,301.21
Project Funding				
Special Projects Funding	(26,075.15)	(34,766.87)	(43,458.59)	(104,300.61)
Living Labs Funding	(19,075.15)	(25,433.54)	(31,791.92)	(76,300.61)
Total Project Funding	(45,150.31)	(60,200.41)	(75,250.51)	(180,601.22)
Other Projects				
Workshop Series	(750.00)	(1,000.00)	(1,250.00)	(3,000.00)
Other Internal Projects/Events	(375.00)	(500.00)	(625.00)	(1,500.00)
AGM	(150.00)	(200.00)	(250.00)	(600.00)
Community Contributions	(250.00)	(333.33)	(416.67)	(1,000.00)
SRA Funding	(5,000.00)	(6,666.67)	(8,333.33)	(20,000.00)
Total Other Projects	(6,525.00)	(8,700.00)	(10,875.00)	(26,100.00)
Total Funding Costs	(51,675.31)	(68,900.41)	(86,125.51)	(206,701.22)

	Budgeted Summer 2023	Budgeted Fall 2023	Budgeted Winter 2024	Total Budgeted 2023-2024
Other Expenses				
745 Minute Taking	(273.47)	(364.62)	(455.78)	(1,093.87)
Board Facilitator	(499.19)	(665.59)	(831.99)	(1,996.77)
Bank charges	(75.00)	(100.00)	(125.00)	(300.00)
Food for Events, Meetings, Fairs	(251.10)	(334.79)	(418.49)	(1,004.38)
Insurance	(418.96)	(558.61)	(698.27)	(1,675.84)
Employee health insurance	(500.00)	(666.67)	(833.33)	(2,000.00)
Legal and professional fees	(905.43)	(1,207.24)	(1,509.05)	(3,621.71)
Marketing / IT (Adobe, MS, Web, Cr.Card)	(357.69)	(476.91)	(596.14)	(1,430.74)
Office Expenses, Phone, Internet, QBO	(180.37)	(240.49)	(300.62)	(721.48)
Payroll Service Charges	(125.43)	(167.24)	(209.05)	(501.73)
Supplies	(2.77)	(3.69)	(4.61)	(11.06)
Professional Development	(937.50)	(1,250.00)	(1,562.50)	(3,750.00)
Health & Well Being	(937.50)	(1,250.00)	(1,562.50)	(3,750.00)
Total Other Expenses	(5,464.40)	(7,285.86)	(9,107.33)	(21,857.58)
Total Costs Before Payroll Expenses	(57,139.70)	(76,186.27)	(95,232.83)	(228,558.80)
Payroll Expenses				
Executive Director	(15,695.68)	(20,927.57)	(26,159.47)	(62,782.72)
Project Coordinator	(10,671.03)	(14,228.03)	(17,785.04)	(42,684.10)
Communications Coordinator	(10,430.79)	(13,907.71)	(17,384.64)	(41,723.14)
Finance and Funding Coordinator	(11,056.28)	(14,741.71)	(18,427.14)	(44,225.13)
Benefits for Employees	(6,493.76)	(8,658.34)	(10,822.93)	(25,975.03)
Total Payroll Expense	(54,347.53)	(72,463.37)	(90,579.22)	(217,390.12)
Total Expenses	(111,487.23)	(148,649.64)	(185,812.05)	(445,948.92)
Surplus / Deficit Brought Forward	(12,292.75)	(16,390.34)	(20,487.92)	(49,171.01)
Net Surplus / (Deficit)	2,795.32	8,727.09	4,658.87	16,181.28

a. Notes:

- Our Fee-levy from Undergraduates has gone up to \$0.50/Credit starting this Fiscal Year 2023-2024
- We are expecting that 20% of the allocated funds for projects will remain unused, and so will be rolled over to the next fiscal year
- The Eric St.Pierre Foundation has agreed to donate to us \$5000 for project funding
- The expenses has been adjusted to the expected inflation rate of around 5% as per the Prudent concept
- We will continue to identify and expand our funding sources over the course of the fiscal year
- The 6% and 6% Cost of Living adjustment is required to cover the following circumstances:
 - Increased Rent due to new real estate tax of 4%

2. STM Rate Hikes and related increase in commuting costs
 3. Utility Rate Hikes, viz. Hydro, Internet, etc.
- b. 2023-2024 Operating Budget for Approval

Motion to approve the SAF 2023-2024 Operating Budget

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

3. Board of Directors

Addition of Office of Sustainability Representative Seat

- a. Cassandra Lamontagne has been acting as a sort of OOS seat, but now that her mandate of 2 years is complete as a Concordia Staff BoD Seat, we can see how helpful an OOS seat would be for projects given our strong relationship with the OOS. The SAF board has already approved adding this seat, but the larger SAF membership needs to vote to ratify this
- b. Vote

Motion to add seat for Office of Sustainability representative

- **Moved by: Brett**
- **Seconded by: Erik**
 - In favour: majority
 - Against: none
 - Abstain: 2 (Cassandra and Meredith)
- *Motion passes*

Ratification of Appointments

- a. CSU Executive: Maria Chitoroaga

Motion to ratify Maria Chitoroaga in CSU Executive Seat as the student association appointment on the SAF Board of Directors

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

- b. Engineering and Computer Science Association: Marissa Profetto

Motion to ratify Marissa Profetto in Engineering and Computer Science Association seat as the student association appointment on the SAF board of directors

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

Presentation and Election for Open Seats

- a. JMSB/CASA Seat: candidate is Emile Eeckhout
- b. GSA/Graduate Student Seat: candidate is Rhonda Chung
- c. Office of Sustainability Seat: candidate is Christian Favreau
- d. Concordia Student at Large Seat: candidate is Pramila Choudhary
- e. Concordia Community Member Seat: no candidate but the floor is open. No candidates came forward, seat remains empty for now
- f. Fine Arts Student Alliance / FoFA Student Candidate: seat remains empty for now

Voting via online poll: all candidates approved!

5. Raffle and Adjournment

Motion to adjourn the meeting

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