



ASFA RCM MINUTES

Arts and Science Federation of Associations (ASFA)

Date | time 06-30-2022 | 18:01 | Meeting called to order by CHAIR

ROLL CALL & EXCUSALS	
NOTE: FOR ZOOM – ask that people have their titles as their names on Zoom	
In Attendance:	SCSA, TESLSA, HKAPSA, JSA, Mobilization, SCPSA, Exec Co., ASFA Academic, COMS Guild, ASFA Finance, The Link, WSSSA, Comms C, ASFA Student Life
Absent with Regrets:	
Absent	
Others Present	

1. Chair Remarks & Housekeeping – Time Allocated: 10 mins.

1.1: Chair announcing some changes:

- Breaks for the RCMs
- Attendance related matters
- Ensuring that people can attend RCMs other meetings in-person. There will be a conference room.

1.2: ASFA Minute Keeper Appointment – *R. Blaisdell, ASFA Chair*

Motion: 1.0

BE IT RESOLVED THAT Jonnathan I. Koonings is appointed as ASFA Minute Keeper for 2022-23.

Result: Approved Consensually.

2. Executive Remarks – Time Allocated: 10 mins.

2.1: ASFA Executives introduced themselves:

- Mobilization Coordinator



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- Student Life.
- Finance Coordinator.
- Academic Coordinator.
- Executive Coordinator.
- Communications Coordinator: Introduced themselves and laid out their objective for there to be more coordination between ASFA and its constituent MAs. Asked MAs for the dates of their General Assemblies to be able to promote them.

3. Approval of Agenda – Time Allocated: 5 mins.

3.1: Tabling of agenda item 8c., Equity Coordinator Changes – *Payton Mitchell, ASFA Communications Coordinator*

Discussion: Tabling this due to a lack of changes to the status and that they will have more information on the updates by the August 2022 RCM.

Result: Agenda item is tabled without objection.

3.2: Tabling of agenda item 7.a., Mental Health Committee Structure Change from May 2022 RCM, until the July 2022 RCM.

Discussion: There are going to be more changes to the Mental Health Committee, and this is a new class of ASFA RCM members, therefore it has not had enough discussion and thought, and thus it makes more sense to talk about it later.

Changes to the June 2022 RCM Agenda were Approved consensually.

4. Consent Agenda – (Annex 4a, 4b, 4c) – Time Allocated: 5 mins.

Approved as presented; passed consensually.



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5. Information & Presentations – Time Allocated: mins.

5a: General Manager is on vacation and therefore no report was given during this meeting.

5b: Executive Consul Report – *Jude, ASFA Consul*

- Provided introduction to the role and stated that there were no major updates.

5c. Pre-Mandate Executive Reports:

- ASFA Student Life Coordinator, *Scarlet Guy*:

→ Introduced themselves and provided some information on their background and laid out their agenda for the year.

- ASFA Academic Coordinator, *Lily Charette*:

→ Provided an overview of their objectives for the 2022-2023 mandate year.

Discussion:

Question: Does Academic Committee provide any support for students who need help navigating the University's resources. Example: A caseworker to help a student with accessibility needs.

Answer - Lily Charette: Nothing now, CSU would be the best place to reach out to at this time. However, any proposal would be welcomed.

- ASFA Executive Coordinator, *Kels*:

→ Provided an overview of their background and some of their main objectives for the 2022-2023 mandate year.

4 main themes:

1. Updating and refining existing ASFA Policy.
2. Accessibility Support Services and Support Accommodations.
3. Support Indigenous and Metis Students at Concordia.
4. Develop ASFA Executives Team and soft-skill development.

- ASFA Finance Coordinator, *Marina Correia*:



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→ Provided a brief introduction of themselves and the Finance Coordinator position. Also laid out some objectives for the year, e.g., continue with finance literacy education for students, enhance transparency, and make things more efficient and cost-effective.

- ASFA Mobilization Coordinator, *Ashley Torres*:

→ Provided a brief introduction of themselves and their experience. Also provided a brief overview of their objectives for the mandate year.

- ASFA Communications Coordinator, *Payton Mitchell*:

→ Provided a brief introduction of themselves and their experience as well as a brief overview of their major objectives for the year.

1. Want to enhance student and ASFA-MA engagement through better communications.
2. Enhance communication and cohesiveness for ASFA Executives and Council Members.
3. 2012 Strike Video Project.

6. Business Recurring – Time Allocated: 5 mins.

6a. – ASFA Chair provided a brief overview of the context for this agenda item.

ASFA Student Life Coordinator: Wants to talk at length, regarding the Mental Health Committee and their proposed changes at the July 2022 RCM. Invited comments and interested parties to reach out to them.

Result: Proposed to be tabled until July 2022 RCM.; approved consensually.

7. Business Arising – Time Allocated: 95 mins.

7a. 2022-2023 ASFA Budget Overview/Presentation – *Marina Correia*

Motion: 7.0

BE IT RESOLVED THAT the ASFA Budget for 2022-2023 be approved as the ASFA Finance Coordinator presented it.

Moved by: Finance Coordinator.

Discussion:



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- Provided overview of the various budget items.
- A lot of budget items have changed around: e.g., ASFA Executives are now under payroll or executive expenses, ASFA Administrative Budget line items have changed.
- Budget is a lot tighter than originally anticipated so expected outlays have been revised downwards to be more conservative. As forecasted, there is only an anticipated budget surplus (Revenue – Expenses) of \$3,482.
- 2022-2023 MA Expenses are an increase of 22% vs. previous year budget.
- Finance Coordinator provided suggestions for MAs to increase their revenue and how to decrease their expenses through things such as bulk purchasing and seeking grants.
- A more detailed look into the budget is available on the ASFA Council Google Drive folder for the June 2022 RCM.
- Some changes to the Task Force Budget for 2022 that are different from the previous mandate year budget. Also, Task Force and Investigative Committee budgets were separated into different budget items.
- The announced substantial surplus from previous year's mandate is not the case.
- Inflation is being accounted for with a 1% increase in the fee-levy for 2022-2023.
- A unique feature of this budget is that major efforts were made to help prevent staff burnout and turnover.

Result: Approved as Presented.

7b. Contingency Fund Withdrawals – Payton Mitchell, *ASFA Communications Coordinator*

Motion: 7.1

BE IT RESOLVED THAT Considering that during the 2021-2022 mandate year, ASFA Council committed to fair and equitable wages for ASFA executives and staff;

Considering that this change has significantly increased the cost of ASFA's staffing budget by more than \$150K;

Considering that ASFA has a legal mandate to ensure an equitable investigation process for ASFA members experiencing identity-based harassment and violence; as outlined in the settlement agreement for both the Mei Ling and Turpin cases;



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Considering Section III of the Standing Regulations state that the Contingency Fund can be used for emergency purposes with permission from Council;

Be it resolved that the Finance Coordinator be permitted to withdraw \$20K from the contingency fund in order to cover the costs of a third-party investigator for ASFA's Investigative Committee.

Be it further resolved that the 2022-2023 ASFA Executive Team find a solution to this funding gap before the end of the Fall Semester.

Considering that ASFA is required to have at least \$100K in our bank account at all times for operational purposes;

Considering that the university has not yet paid the allotted 2022/2023 fee levy amount to ASFA account;

Considering that ASFA currently has \$10K in our bank account;

Considering that ASFA has an obligation to pay its staff, as well as other administrative fees;

Motion 7.1 Discussion:

- ASFA Executives have some solutions to make sure this funding gap does not happen again.
- Question: Regarding the amount for the hiring of a 3rd party Investigator who would take care of complaints, it seems to be a very high number. Has ASFA shopped around for other options to find the most cost-effective way to deal meet this obligation.
 - o Answer: The number put forward is based off previous years' expenses related to this budget item. ASFA has not yet found an exact service provider for this and is looking for an organization that can do this to reduce costs. Number provided was that this type of service costs, at least, \$160.00 p/hour.
 - o ASFA will present more information on how much this will eventually cost, but as of now ASFA does not have that information. It could potentially cost less in the end. It could also potentially cost more.
 - o This is to provide the funding needing to fill the budget gap.
 - o Whom ASFA will hire will be decided at the August 2022 RCM, this budget request is to be able to state the amount of funds that might be required will be available as this is asked when reaching out to potential service providers.
- Question: Will this \$20,000 cover the entire year? What are we doing to find a solution for this issue to prevent this type of funding gap?



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- Answer: We are considering options to prevent this type of budgeting issue from happening again.
- Question: Given the contingency fund is set aside for emergency purposes, are these funds intended to be returned to the contingency fund? Will the contingency fund be reimbursed?
 - Answer: This is a one-time pulling out of the budget and solutions for the future are being sought. This amount might be returned, and it might not be returned to the ASFA Contingency Fund.

Moved By: Payton Mitchell, *ASFA Communications Coordinator*

Result: Motion is Approved as presented.

Motion 7.2 – BE IT FURTHER RESOLVED THAT if Concordia has not yet paid ASFA’s fee levy by June 30, 2022; ASFA be permitted to withdraw the remaining \$65,000 from the Contingency Fund in order to settle outstanding balances.

Motion 7.2 Discussion:

- Concordia University has been very slow to transfer the fee-levy monies to ASFA.
- ASFA has a lot of recurring expenses that need to be met e.g., salaries, bonuses from last year’s mandate class, credit card bill, etc.
- This is money needed to operate and will be paid back once the money is transferred from Concordia University.
- Concordia Finance has said that this money is being “processed”.
- Question: Is the amount stated in the motion what is needed to pay these expenses or all that is remaining from the ASFA Contingency Fund?
 - Answer: There is around \$96,000 remaining in the contingency fund, so when you combine the two requested amounts then it is about everything that is remaining. Most of the requested withdrawal amount will be returned once the fee-levy amount is transferred from Concordia University to ASFA.
- Question: Can we charge Concordia University interest for the amount they owe us?

Answer: That is probably not possible.

Moved by: Payton Mitchell, *ASFA Communications Coordinator*



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Result: Approved.

Motion 7.2.1 to amend Motion 7.2 -

BE IT RESOLVED THAT the Motion 7.2 is amended to include language stating that once the relevant fee-levy monies are received by ASFA that the \$65,000 requested in Motion 7.2 is returned to the ASFA Contingency Fund.

Discussion: ...

Moved By: ASFA Councilor

Result: Approved Consensually.

7c. Equity Coordinator Changes – Payton Mitchell, *ASFA Communications Coordinator*

Motion 7.3:

Considering that, the Communications Committee has been more or less inactive for several years;

Considering that the Communications Coordinator is responsible for managing and directing the graphic designer;

Considering that the Communications Coordinator is responsible for managing and directing the Street Team;

Considering that the Communications Coordinator is responsible for ensuring that that ASFA's activities and campaigns are promoted to its membership;

Considering that ASFA's activities and campaigns are primarily planned by the Mobilization and Student Life Committees;



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Considering that 3 ASFA Councilors are required to sit on the Communications Committee;

Considering that it is difficult for Councilors to make time for ASFA Committees in addition to MA responsibilities;

BE IT RESOLVED THAT the Communications Committee be dissolved and that the Communications Coordinator be mandated to sit on the Student Life

Moved by: ASFA Communications Coordinator

Discussion:

- This motion is to improve ASFA's communications.
- This committee has been basically inactive.
- Question: What exactly does this committee or what has it been doing?
 - o Answer: It has essentially been a rubberstamp for what the ASFA Communications Coordinator was doing and/or proposing.
 - o Most of what the committee was dealing with can either be done by the ASFA Communications Coordinator alone or by the ASFA Street Team
 - o It makes more sense for the Communications Committee responsibilities to be combined with other committees as it is overly siloed in its current form.
 - o This will prevent redundant meetings.
- Question: Is this motion intended to be temporary or is it meant to permanently dissolve the Communications Committee and ipso facto change the ASFA Standing Regulations?
 - o Answer: This is intended to dissolve the Communications Committee for the foreseeable future. Thus, it will change the ASFA Standing Regulations.

Result: Approved.

7e. RCMs Scheduling & Attendance – Rory Blaisdell, *ASFA Council Chair*

ASFA Chair: Scheduling has almost always been an issue. It has been proposed by the ASFA Executives that ASFA continues with Thursday being the default.

Discussion:



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- JSA Councilor: We have had this discussion every year for 3 years and almost always end up back on the Thursday being the default. It probably makes the most sense to keep Thursday as the default while still allowing an opportunity for flexibility, if needed.
- ASFA Regular Council Member: It appears that Thursday evening is when a lot of evening classes are held so maybe it would be best to have it be a different day.
- General sentiment is to keep this as the default and stick to the rule as it is right now.
- ASFA Chair proposed to keep Thursdays as the default for the summer and then revisit this once classes start.

Result: This will be discussed in the future.

7f. Appointments to Committees:

i. Executive Consul:

→ Executive Consul volunteers to again be the ASFA Consul.

Result: Executive Consul is reappointed and is Approved Consensually.

ii. Judicial Board – will be dealt with in another RCM.

iii. ASFA Committees and their appointments:

a. Policy Committee

i.

b. Finance Committee

i. Marie

ii. Jude

iii. PSSA VP Finance? PSSA's to-be Member-at-Large... name is not known at this time. Marina knows who it is.

c. Student Life Committee

i. Marie

ii. Sam (Frosh Coordinator)

d. Internal Affairs Committee

i.

e. Mobilization Committee

i. Ellie



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- ii. Autumn
- f. Communications Committee
 - i.
- g. Academic Committee
 - i. Ariella
 - ii. Ellie
 - iii. Ninon Bouchard
- h. Loyola Committee
 - i. Angelica A.
- i. Task Force to Eliminate Racial & Sexual Harassment & Violence (Under Mobilization Committee)
 - i.
- j. Mental Health Committee
 - i.
- k. Labour Standards & Relations Committee
 - i.
- l. Equity Report
 - i.

Discussion:

- Concern regarding the small pool of councilor and members present.
 - o Answer from Chair: Filling these committees needs to be done and as such we need to try to just give these committees quorum so they can function per their rules.
- Academic Committee:
 - o If you sit on any university committee for ASFA you are expected to come to ASFA Academic Committee.
 - o Representatives at Faculty Council are invited to come.
 - o No restriction on number of representatives on the Academic Committee.
 - o Sub-Committees will be dealt with at a later date.
- Loyola Committee will be filled informally and not through ASFA Council.
- Task Force: Does not appoint like the other committees, it recruits and those names will be brought at a later date to be approved.
- Mental Health Committee: will not make appointments as the structure might be changed.
- Labour Standards & Relations Committee: will be defaulted to Kels.

Above appointments were made consensually.

7g. Executive Transitions Update

- ASFA Internal can sort out MA Executive Email access issues.



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- ASFA Academic Coordinator

8. Announcement & Question Period – Time Allocated: 10 mins.

ASFA Mobilization Coordinator: Announcement regarding the mandatory anti-oppression workshops.

Adjournment – Time Allocated: 5 mins.

Motion to Adjourn was made at 21:45

Next Meeting: July 21st, 2022 @ 18:00