



**Arts and Science Federation of Associations (ASFA)**  
**Regular Council Meeting (September 17, 2020)**

Meeting minutes

**1. Call to order - Roll call and excusals**

**Chair** calls the meeting to order at **6:07 pm**.

**2. Chair remarks and housekeeping**

**Chair:** Welcome to the September Regular Council Meeting. Just a reminder to keep yourself muted unless you're speaking - if you want to ask a question, get my attention somehow. Send me a message in the chat, raise your hand, give me a thumbs-up. As usual, I'll start by reading the land acknowledgment. The Arts and Science Federation of Associations would like to acknowledge that Concordia University is located on unceded Indigenous lands. The Kanien'kehá:ka (Ga-niyen-gé-haa-ga) Nation is recognized as the custodians of the lands and waters on which we gather today. Tiohtiá:ke(jo-jya-gé)/Montreal is historically known as a gathering place for many First Nations. Today, it is home to a diverse population of Indigenous and other peoples. We respect the continued connections with the past, present, and future in our ongoing relationships with Indigenous and other peoples within the Montreal community.

**a. Continued Meeting Schedule**

**Chair:** Now that everyone is back, I want to just do a straw poll to see if we want to continue holding meetings on the second Thursday of each month. Otherwise, we can send out a Doodle poll. If anyone has very strong opinions about that, please say so.

**Sean:** Thursdays don't particularly work for me. I've been trying to make it work, but it just isn't ideal this semester.

**USAT:** For us, it works less well this term as well. If we could send out a poll and try to find a better date, that would be great.

**CUBCAPS:** Thursdays aren't great for me either this semester, so finding another date would be ideal.



**Chair:** So, it seems like there a few people for whom Thursday doesn't work very well. I can send a confirmation poll for October and see if there's a day that works better for the majority of people. And yes, we can set a deadline for the poll.

**b. Bylaw conflicts observed.**

**Chair:** There is a conflict where the bylaws state that reports must be produced at the September RCM for all of the committees listed in tonight's agenda, but not all committees are mandated to meet over the summer. I need to put these items on the agenda because I am mandated to do so, but I also have to point out this discrepancy to Council. It is possible that not every committee will have a report to present this evening.

**3. Executive remarks**

**Chair:** Do any executives have any remarks before we get started?

**H. Muhammad:** I just have a question. What is the specific discrepancy in the bylaws that you were referring to in the previous point?

**Chair:** Yes, each committee listed in the bylaws has a schedule for when they have to report to Council. All of the committees mentioned are mandated in the bylaws to report at the September RCM, but some of these committees are not mandated to hold meetings over the summer. Little bit of a contradiction there.

**4. Approval of the agenda**

*(The agenda is approved consensually as presented.)*

**5. Consent agenda**

*(Consent agenda is approved consensually.)*

**6. Information and presentations.**

**a. Executive Consul report - N/A**



**b. Office Manager report - J. Hutton**

**J. Hutton:** (*Report.*)

*(Nothing further.)*

**c. Loyola Committee report (BL324) - Loyola Committee**

**Chair:** I received a request from Loyola Committee to postpone their report to the October RCM. Does someone from Loyola Committee want to speak to that?

**I. Huang:** Yeah, our last events actually took place over the past week, but we're still waiting on our attendance stats and other information. We'll have a more complete and detailed picture to present to Council in October.

*(Tabled to October; no opposition.)*

**d. Frosh report and Student Life Coordinator report (BL335) - K. Karlsen and V. Vidiera**

**Chair:** Everyone, please hold your questions until the end of both Kristen's report and Victoria's frosh report.

**September Regular Council Meeting - Report**

**Student Life Coordinator – Kristen Karlsen**

*Thursday, September 17th, 2020*

*Hello once again wonderful councillors! I hope everyone had the best summer possible with all things considering. If this is your first ever RCM at ASFA, I'd like to extend my warmest welcome! I look forward to seeing you at these meetings and working with you to make ASFA the best it can be for its students. I would like to thank you in advance for reading my lengthy end-of-summer report. As you know, Frosh is the Student Life Coordinator's biggest project, and I definitely had my work cut out for me this summer. Enjoy the read!*

*Frosh Preamble*

*Frosh was far more work than I could've imagined coming into this role. The workload slowly progressed, starting off fairly manageable in the beginning of June, then around 20-30 hours a week in late-June to mid-July, and finally up to around 35-40 hours a week*

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*in late-July and August. Due to the Covid-19 pandemic, it was my job to design the first-ever online Frosh in ASFA's history. You may be thinking, "Online Frosh? Well that sounds way easier than regular Frosh." While it's true that I didn't have to worry about booking venues, caterers, and alcohol orders for the events, it did take a considerable amount of work to come up with a plan for something that's never been done before.*

*There was no precedent for this year's Frosh. Having been able to organize a Frosh during a global pandemic rather successfully, and having such positive feedback from Froshees who attended, is an amazing feat. The fact that we were able to make the transition to online university life smoother, help new students make friends, build a community, and get acquainted with Concordia, is something that I will always be proud of. I am so extremely grateful to have had this experience and for the knowledge I have gained from this role thus far. With that said, hosting a Frosh during a global pandemic was also risky, and lead to some undesirable outcomes which I will discuss later on in my report.*

*I would like to note that because Frosh was so demanding of my labour (equating to a full-time job at times), I was unable to work another job on the side and have suffered financially. I think it's important to note that I am a student just like anyone else. I have loans, no external financial support, and am simply doing the best I can. I poured my heart into this work because I knew how important Frosh can be for first year students, and I knew that if I could make some Freshman's orientation the best it could be that it would be all worth it.*

## Frosh Task Breakdown

*Below is a summary of all the tasks that I completed for Frosh either alone or in collaboration with Victoria or SoCom. I worked on Frosh tasks every day, Monday to Friday, during regular working hours from June until my bereavement leave on August 26th. Many of these tasks, although they are one sentence long, took hours to days.*

- *Reviewed past Frosh documents (budgets, plans, sponsors, et cetera).*
- *Updated the Frosh sponsorship package info and created an email template to be used for sponsorship requests as well as a sponsorship request tracking sheet.*
- *Met with CASA's VP External for advice on securing sponsorships.*
- *Contacted some previous and potential sponsors.*
- *Decided the contents of the Frosh merch bags and assigned John (the Office Manager) to begin looking into quotes for bulk items.*
- *Drafted a job description for the Frosh Coordinator position.*

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- *Brainstormed and created a rough schedule of events. This was the hardest and most labour-intensive task and took weeks, considering it was for the first online Frosh ever.*
- *Began attending the Orientation/Frosh Planning Sessions hosted by the Dean of Students Office alongside the CSU, ECA, FASA, and CASA every Thursday (weekly until the 20th of August).*
- *Met with the ACCM to discuss safe-sex promotion strategies amidst Covid-19, and the order of safe sex kits for the Frosh merch bags.*
- *Chose and finalized a Frosh theme (iFrosh).*
- *Interviewed and deliberated upon Frosh Coordinator candidates in a hiring committee composed of myself, Hamza, Emma, and John.*
- *Met with the Student Life Coordinator at McGill's Arts Student Union (AUS) to give each other advice on Frosh-planning ideas, and to see what other universities are doing for Frosh amidst the global pandemic.*
- *Hired Victoria as Frosh Coordinator and got her up to speed on the progress made by myself and SoCom.*
- *Obtained a list of incoming students from the DoS to include in our Frosh promotional email newsletters.*
- *Created a Frosh budget.*
- *Hired a graphic designer for promotional materials and remained in frequent communication on preferences and providing details needed for work.*
- *Hired a website designer and remained in frequent communication on preferences and providing details needed for work.*
- *Brainstormed and finalized event names, descriptions, sayings, and puns for the website and social media content.*
- *Wrote two iFrosh FAQ's, one on ASFA's website and another on the iFrosh website.*
- *Finalized the event schedule.*
- *Tried to communicate with MA's about hosting a virtual MA Fair as a part of Frosh. This was unsuccessful and I will be trying again as soon as possible for the Fall semester (if wanted).*
- *Was in constant communication with Carmen and Sarah (the Coms Coordinator and Social Media Clerk) requesting graphics and promotional materials to be made, social media plans/strategy for Frosh promotion, details to be included in the content, and establishing deadlines for posts and an official posting schedule leading up to Frosh.*
- *Researched and sent emails requesting to book potential facilitators such as Zumba instructors, Trivia MCs, Videographers, various gaming companies and platforms, RBC for Budgeting Workshop, the Library, Student Success Center, HOJO, local educational NPO's for Identities workshop, et cetera.*
- *Met with various companies of interest, such as shipping providers, game companies, merch suppliers, potential sponsors, et cetera.*

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- *Set up/designed the Sparxo ticketing system, wrote Info and Terms of Agreement, monitored ticket sales.*
- *Set up a Canada Post small Business Account for shipping the Frosh merch.*
- *Met with Payton (the Mobilization Coordinator) to plan speakers for Charging Up and hosting the Log into FAS with ASFA workshop.*
- *Answered questions for the iFrosh Q&A on our Instagram story.*
- *Requested a meeting with the Dean of the FAS, met with her, discussed ASFA's Frosh, and requested sponsorship funding which resulted in a grant of \$1,000 for Frosh.*
- *Revised and modified Frosh Leader contracts.*
- *Reviewed Frosh Leaders applicants.*
- *Scheduled and hosted interviews for Frosh Leaders.*
- *Provided info and instructions for Sarah to create the iFrosh User Manual. It was essentially a safe online Frosh guide for Froshees to receive which touched on Covid-19 safety, regular + cyber safe sex and consent, zoom etiquette, regular + cyber harassment/bullying, and safe consumption practices.*
- *Had a trial-run of Alexa, Turn on a Game Show (Great Race event).*
- *Collaborated with and gave expectations and feedback to workshop facilitators.*
- *Sent Frosh Leader contracts.*
- *Set up ASFA's virtual V-Fairs booth for the Startright Virtual Orientation with the Student Success Center.*
- *Had Frosh Leader training with the DoS.*
- *Wrote workshop content for the Adulthood 101 workshop.*
- *Decided prizes to be awarded and prize-winning system.*
- *Dealt with the catastrophe of our mask order being stolen.*
- *Made list of Scavenger Hunt tasks.*
- *Chose merch companies and ordered merch.*
- *Met and stayed in communication with the CSU, CASA, ECA, and FASA to discuss our collaborative Concordia's Got Talent event (running from September 2nd to October 2nd).*
- *Contacted, met with, gave full Frosh schedule + event details, and collaborated with the Concordia Nightline to provide their services to Froshees as a replacement for the traditional Frosh "chill zone."*
- *Researched zoom features and updated our account.*
- *Researched and tested Trivia platforms.*
- *Picked up old merch from the ASFA office to be used for merch packages and prizes.*
- *Packaged the iFrosh merch packages to be sent out to participants.*
- *Met with the University's FAS Communications team to help promote Frosh and other future ASFA events.*

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- Created a storyline for the promo video, hired a Videographer, and remained in frequent communication on preferences and providing details needed for work.
- Monitored the frosh.asfa.ca email for ticket sale questions.
- Filled out and submitted cheque-reqs for some purchases.
- Met with the ECA to help them/ give advice for their Frosh planning (their SLC was hired at the end of July).
- Assigned tasks to, approved the work of, and met regularly with both Victoria and SoCom.
- Established volunteer/IT roles for events.
- Set up CrowdPurr subscription.
- Asked the FAS Dean to give an address for the Log into FAS with ASFA workshop.
- Coordinated Instagram story q&a takeovers with Frosh leaders.
- Finalized the hosting details for Team Cache Up event with Reka (facilitator).

*After this point there was still a considerable amount of work to be done which I was not able to do, due to the fact that I was on bereavement leave.*

## Student Life Committee

*Frosh could not have not gone on without the help of my amazing SoCom. Jose Benitez, Navleen Kharoud, Élyse Moisan, and Victoria Videira, I cannot thank you all enough. SoCom met once a week all summer long and took on a huge creative contribution with Frosh. We did things like researching game ideas and online events/companies/platforms, coming up with/choosing theme ideas, making the schedule, making website/social media descriptions/puns for the events, coming up with Trivia questions and Scavenger Hunt tasks, interviewing Frosh leaders, et cetera.*

## My Bereavement Leave

*I feel as though it is appropriate to mention the reasoning for my leave to help understand how certain aspects of Frosh turned out.*

*On the afternoon of Monday, August 24th, I received some devastating news. My dearly beloved Vavo (grandmother) had passed away. I did not take this news easily. She was the only grandparent I have ever known, and we had a very special bond. I had never lost anyone before and did not know how to deal with everything. On top of this, my family resides across the country in Northern British Columbia and feeling so distant and alone made everything so much harder.*

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*At this point, Frosh was only two weeks away. The weeks leading up to Frosh are historically and realistically extremely mentally and emotionally taxing on its planners. It was like I ate slept and breathed Frosh, and while I was so very excited for all of my hard work to come alive, it was a lot of work. I was obviously in no place to continue in the state that I was in, working 8 to sometimes more hour days almost seven days a week, stringing all the last-minute details together. Thankfully, the Executive team felt for what I was going through and told me that I should take a bereavement leave. I felt extremely guilty for doing so because of Frosh (which made everything I was already going through harder) but I know it was the best thing for me to do. I cannot thank the Executive team (Carmen, Ashley, Hamza, Payton, Emma, and formerly Phoebe), and the Staff (Victoria, John, and Sarah) at ASFA for encouraging me to do this and being so supportive. People show their true colours during times of need, and I think there is something to be said about the compassion, kindness, and values of this year's team.*

*On that Wednesday, the 26th of August, I boarded a plane to return to BC to be with my family and mourn. It is exactly what I needed and am very grateful to have been able to do this because I know that I always would have regretted not doing so. I requested not to be contacted regarding Frosh matters until I returned to Montreal on September 14th, to allow for a gradual return instead of being bombarded by everything. However, this did not happen as the Scavenger Hunt crisis was revealed and I actually ended up returning to work earlier than expected, on the 9th of September.*

*Through this situation, I had to leave Frosh behind and deal with my family life. I understand that this is a very crucial moment within the Student Life Coordinators mandate. My role essentially was to come through in this moment and ensure that everything I had been planning was executed the best way possible. People were counting on me. I am sorry as it is very unfortunate and unlucky for others to have to be this intimate with Frosh as I had been and for me to put this hardship on others. As sorry as I am, I wouldn't do it differently. I needed to be with my family during this time. At the end of the day, I am a student just like all of you and some things must come first.*

### *The Frosh Coordinator*

*I cannot write a report on Frosh without mentioning the Frosh Coordinator, Victoria. I will note that I can only speak to my personal perspective, not others, working closely with Victoria on Frosh. In my opinion, she has gone far above expectations.*

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*When I needed to take my bereavement leave, Victoria stepped up to fulfill my position and responsibilities because Frosh was so soon, and she was the most up to date on everything as she had been working so closely with me.*

*While it seemed like the best and easiest possible option at the time, I now realize that my responsibilities should have been assumed by an Executive member instead of Staff. The only problem is that Frosh is such a hectic time that the other Executives already had so much going on, and I was worried to overburden them. Had I had the emotional and physical strength to break down the tasks that needed to be completed and lay out things in more detail with the Executive team, I would have. I was not in the state to be able to perform this type of delegation labour and I apologize. This was quite literally the worst possible time for me to go on leave, and I don't know what else to say other than that one cannot anticipate these types of things to occur and life has a funny way of throwing the unexpected at you.*

*Victoria was a staff member and not an Executive. This means that her work must be approved by Executives, like any other staff member. Because I was on leave, and the other Executives were already burdened with their heavy workloads, much of Victoria's work on Frosh was not directly supervised. This is in part why the Scavenger Hunt was executed the way it was.*

## *The Scavenger Hunt*

*I would like to give a personal apology for what occurred with the Scavenger Hunt on September 6th, 2020, within my report. As Student Life Coordinator and chair of the SoCom, I have a great weight of responsibility for what had occurred.*

*The Scavenger Hunt was executed in a way that made it seem like the activity was to be carried out in groups. No information was given to the Frosh Leaders regarding the Scavenger Hunt prior to my leave. This event, unlike the others during Frosh, did not require any third party company, facilitator, or materials that needed to be taken care of first. Those types of events were naturally high on the priority list as they involved working with others. Because we were designing the Scavenger Hunt ourselves, it was one of the last activities to be planned in detail.*

*Hamza (the Executive Coordinator) had communicated to me that he had concerns regarding the Scavenger Hunt in August, and to ensure that if it is to be done it must be done individually for safety reasons. I relayed this info back to SoCom, and it was decided. However, the event instructions and logistics were not to be planned out in*

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*more detail until later. My goal was to have a Frosh Leader info session before Frosh where we would stress the importance of doing the event individually and how exactly to do so. We hoped that participants would take photos of the Scavenger Hunt tasks individually, and then compile them with their team and share stories and laugh about all the things people did on their Scavenger Hunts. In this sense it was an individual event that incorporated the team aspect.*

*The instructions that went out to Froshees and Leaders were vague and misleading. They did not stress the individual aspect of the event enough, nor make the goal clear enough. Therefore, due to the fact that I did not give proper instructions to the Leaders or Froshees, some participants believed the event could only be performed on a team. This ended with some Froshees and Leaders meeting up in person to do the event, which is unsafe during this time of Covid-19 and violated ASFA's Public Health Emergency Policy. While this was not intended it was the result.*

*While it is true that not all participants felt this way, many did the activity individually and told Victoria directly that they had fun, and some chose not to participate in the activity entirely. Victoria made it very clear that there were no penalties for not participating and that people should only leave the home if they feel comfortable.*

*This does not matter, as the event was not executed as it should've by failing to provide clear and precise instructions to both Frosh Leaders and Froshees. I do not blame Victoria nor the Executives for the result of what happened. I think it was an agglomeration of multiple factors, the main one being my leaving at such a crucial time for Frosh.*

*While it is true that the Hunt was executed poorly, that does not excuse the fact that it was designed poorly in its very nature. Regardless of how it was executed, the Hunt should not have happened during a pandemic. The embedded potential incentive for Froshees to meet up in person was simply too great. SoCom should have never included this event in our Frosh program, and as the Chair of SoCom I would like to express my sincerest apologies. We chose to include the event because many other student groups and associations were doing similar activities and thought we could be able to do it safely. Again, I would like to reiterate just how hard it was to come up with ideas for and plan a week of virtual events in an online orientation that's never been done before. Frosh is already an extremely difficult and daunting event to pull off. The fact that we had to throw out the precedent and start from scratch for this year's Frosh plan did not help. We saw inspiration for the idea and took it without really perfecting it, and for that I am so deeply, deeply sorry.*

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*Of course, I regret having the Scavenger Hunt as a part of Frosh. I can assure you, Councillors, that an event like this will not happen again at ASFA under my mandate. If anything, this experience has allowed me to learn so much about event planning in this new age of Covid-19. I am extremely excited to share what I have learned with you all in whichever way I can. I think that having had this experience of hosting our first online Frosh has made ASFA stronger, and I am confident we will be able to host safe and fully online events this year.*

*Like I have said, it's so easy for things to go wrong with Frosh. It is at the beginning of everyone's mandate. The second I was hired on to ASFA at the end of May, Frosh became my biggest priority. This is so crazy to look back on, as we were all new to our positions, just trying to figure out the specifics of our roles based on years prior and extremely vague by-laws and standing regulations. This was not easy and it took a while to learn just how to be an ASFA exec, something that I am still trying to perfect. It almost felt like I was being fed to the wolves with Frosh before even getting my bearings at ASFA. There is little to nothing laid out in terms of who does what with Frosh. On top of this, my predecessor did not fulfill their entire term and was not able to offer much insight.*

*This is why I will be making it a priority to establish a set pdf guide of roles and deadlines in relation to Frosh planning, based on my experience for the next Student Life Coordinator. My hopes with this are to make everything as approachable and clear as possible for next year's Student Life Coordinator and SoCom. I am excited to use the knowledge I have gained planning the first-ever digital Frosh at ASFA to help the next Student Life Coordinator and Executive team not make the same mistakes I have, and to ensure that Froshes continue to only grow stronger and safer with the years to come. Overall, I think that our first-ever online Frosh, minus the Scavenger Hunt, was successful and that is something to be proud of.*

## Frosh Suggestions for Next Year

*Below is a rough list of some things we could do with next year's Frosh to ensure it continues to be improved upon.*

- *Having a clear expectation of the big deadlines in a sort of Frosh planning calendar, given to the Student Life Coordinator. As discussed, this is something I would love to include in my Frosh Guide for next year's Student Life Coordinator.*

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- *Having more clear expectations of what each Executive's responsibilities are with Frosh and establishing a meeting to decide this at the beginning of the mandate, so as not to lead to role-confusion and other issues stemming from that later on.*
- *Hiring the Frosh Coordinator as early as possible, perhaps in May or first week of June.*
- *Establish clear roles within SoCom with Frosh planning. I did not do this because I felt bad asking too much of the Councillors on SoCom. As amazing as they all are, they also were either studying or working full-time this summer, we were already meeting once a week, most of them also sit on other committees, and their roles are uncompensated and voluntary. However, upon reflecting I think that doing so was necessary and would have been incredibly helpful in the long run. Some potential suggestions could include: a VP Finance (to process cheque-reqs and keep tabs of spending and due-dates), a VP Games (to ensure all materials needed for games are complete, safe, and up to standard), a VP Sponsorship (to apply for and track sponsorships), or a VP Communications (to have a large role in creation and implementation of the Frosh content and posting schedule, and to assist the Coms Coordinator and Social Media Clerk with Coms-related Frosh tasks especially during the end of the summer).*

## Final Frosh Reflections

*After Frosh, while I was still on leave, Victoria sent out a Frosh feedback form to Froshees and Leaders to fill out for a chance to win prizes. I was surprised and very excited to see such positive responses. I will not dive into the specifics, as Victoria will do so in her report. However, there are a few things that I would like to highlight.*

*With the question: "How did you enjoy the communication experience? (i.e. did you feel as though you were communicated to efficiently)," 93.6% of respondents rated it at 4-5/5 (with 59.6% at 5/5). Also, 93.6% of respondents said yes to the question: "Did you like the different platforms that ASFA used to communicate with you and run it's events through?" This is huge! It is always harder to communicate with people digitally than in person. I'm very proud that we were able to find ways to make communication a priority because it is so essential to ensure participation!*

*With the question: "Did you find the events enjoyable?" 81.9% of people said yes, and 12.8% said maybe. This is amazing! Here are some of the responses of why:*

- *Common responses were: good participation and enthusiasm, new and engaging.*
- *"I was really impressed with iFrosh. For an event that tends to be activities scheduled around day-drinking and partying, the ASFA team did a great job of moving things online and making it really fun and engaging! I liked that there were plenty of opportunities to participate and interact with others. Making a fb group chat with my Frosh group also*

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*helped make things enjoyable, because whenever there was a lull (e.g. bingo XD) we could chat with one another!"*

- *"the organizers made the events fun."*
- *"My frosh group was really nice and into all of the events, which made them fun to participate in."*
- *"Its a fun icebreaker for uni"*
- *"Because people were participating and the events were all different from one another so there was a good diversity. Also, I felt very included by all the ASFA people and my frosh leader."*
- *"I got to interact with different people and to laugh and smile with different people. It was a different way to see and learn about other people"*
- *"gave me something to do in teams, felt comfortable working in my team, and allowed me to recognise names and start talking via social media"*
- *"I thought they built team spirit quickly and were overall really fun"*
- *"Had a great range in the number of activities plus loved my team so it was enjoyable sharing the experience with them."*
- *"They were all really well organized and original, specially taking into account everything was online"*
- *"It was a great way to meet new people and interact with them and the hosts were always super welcoming!"*
- *"Got to make lots of new friends, lots of effort was put in by faculty members and organizers to make it fun even though it was online"*
- *"I was social for the first time in a long time and made a few friends. It was a great way to start uni and not stress so much over finding friends."*
- *"Because it was a very different experience, but it was a lot more enjoyable than what I would've imagined online frosh to be, so this exceeded my expectations"*

*When asked if participants were able to make friends through the events, 61.7% said yes and 26.6% said maybe. The maybe clarifications were mainly things like: we are acquaintances, don't know if we will be best friends but it was nice to meet, it's hard to make strong friendships online, et cetera.*

*I am so happy with these statistics. My biggest goals coming into this were to get new students to make friends in the Concordia community and to have some fun before starting the semester. This is what Frosh is about. The fact that I was able to recreate this experience for even a handful of Froshees means the absolute world to me. I cannot imagine what it must be like to be entering university life for the first time during a global pandemic. The fact that these students were able to log in, chat with other Freshman, make friends, and most importantly have fun this year is incredible.*

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*I know that there were some mistakes made, and there are no excuses for those mistakes. We have learned our lessons and have demonstrated that we will never make them again. But I think it's also important to celebrate the things that we did right. I've said it once and I'll say it again, hosting the first online Frosh in ASFA's history, and one of the first in history in general, is an amazing feat. I will always be proud of the fact that I was able to be involved in organizing this event and of the fact that we were able to pull this off successfully. Whether it be Victoria, John, Sarah, SoCom, the Executives, the facilitators and companies who worked with us, I am so grateful to have had this help and for what we were able to achieve this summer at ASFA.*

**V. Vidiera:** (*Report.*)

**SCPASA:** Thank you so much for all the work you're doing. I just also want to point out that this presentation lasted an hour and a half, so I don't know if I can actually do this, but I would like to put a 10-minute limit on all the next presentations. If I can't, please account for the fact that it is 8:15 and we're only on the third point of the agenda.

**Chair:** You can absolutely motion that. Do I have a second?

**LSSA** seconds.

**H. Muhammad:** Perhaps all presentations and written reports should be submitted in advance in the future, so that presenters can focus on three or four major points during their actual presentation.

**LSA:** I agree with limiting speaking time, but 10 minutes seems pretty excessive. Could we say half an hour?

**Chair:** I just want to clarify, this meeting is very important and it's important for us to hear from the Frosh Coordinator and the Student Life Coordinator on frosh, because that's really one of the major activities ASFA does annually. However, if I understand the motion correctly, it would just be limiting presentation time for the rest of the current meeting.

**LSA:** Oh, if it's just for this meeting, I'll support the motion.

**Chair:** Perfect. I also want to clarify to Council that I'm not expecting the remainder of the points to be this lengthy - frosh presentations are very different from other

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presentations we have, as again, it is one of the major activities that occurs through the academic year at ASFA. That being said, if no one is opposed to capping the time for all the next presentations at 10 minutes, we'll consider it approved consensually.

*(Motion carries consensually.)*

**e. Policy Committee Report (BL331) – Policy Committee**

***The Arts & Science Federation of Associations***

*September 2020 Regular Council Meeting*

**Executive Coordinator Report**

***Hamza Muhammad -- Thursday, September 17th, 2020***

*Greetings and welcome to the first Regular Council meeting of the 2020 Fall semester year of the Arts & Science Federation of Associations. The primary objective of this report is to update the Council about the tasks and responsibilities I performed as the Executive Coordinator this summer.*

*Firstly, various Member Associations had pointed out that the current ASFA Public Health Emergency Policy needs to be updated to incorporate new information that was not available before. Thus I worked closely with ASFA's executive team to revise the Public Health Emergency Policy that actually facilitates the needs of the organization at large.*

*Additionally, since the June regular Council meeting, I have attended Finance Committee meetings as ex-officio where the Finance Committee reviewed, and approved budgets submitted by respective Member Associations. Most of the Member Associations submitted their budgets on time, and I was tasked to follow up with a few MA's that submitted their budget late. I also had the opportunity to chair a few Finance Committee meetings where a representative from MAs presented to motivate their respective budgets. Overall the Finance Committee meetings were expedient and effective.*

*Moving further, since the June Regular Council Meeting, I have also attended Internal Committee meetings as an ex-officio. Although I could not regularly attend all internal meetings. In essence, I participated in the process of hiring the Frosh Coordinator and appointing members on the Judicial Committee. To better assist the internal Committee in the future, I plan on regularly attending all Internal committee meetings.*

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*Furthermore, the Policy Committee convened in summer, and in the first meeting, we discussed the priorities and objectives that it plans on achieving. The Policy Committee also deliberated on whether the definition of Regular and Associate members of ASFA in the Standing Regulations is accurately defined. Recommendations of the Policy Committee was then provided to ASFA's executive team.*

*Similarly, I also chaired the ad-hoc Merch Committee in which the Merch Committee decided that it will centralize selling hoodies and sweaters so that students from all Member Associations can readily purchase via ASFA's Shopify Store. We have finalized the survey questions for MA which will enable them to choose the color, logos, and style for sweaters and hoodies. The survey questions will be sent to the Member Association Presidents and Councillors. Once we have collected the necessary information, the order will be placed and the merch will be available for purchase.*

*Among other tasks, I have also been in constant contact with Member Associations to resolve any difficulties that they might be experiencing. There are a few Member Associations that did not have all their executives elected in the last General Elections, thus I suggested those MAs to host an Annual General Assembly and elect executives to ensure representation within a Member Association. I also recommend current Member Association executives to host events and affairs that nurture the interest of students to participate in their associations.*

*If you have any questions, concerns or queries please do not hesitate to contact me. You can contact me at [executivecoordinator@asfa.ca](mailto:executivecoordinator@asfa.ca)*

*Sincerely,*

*Hamza Muhammad  
Executive Coordinator of ASFA*

**WSSA:** Does that mean by-elections will not be happening this term at all?

**H. Muhammad:** The by-elections would be happening, but for MAs they would be taking place by the end of November. To ensure that there will be some sort of representation for the next three months, MAs can appoint people through a General Assembly process prior to the by-elections.

**WSSA:** So, if we don't have a full team, we can vote people in through our GA?



**H. Muhammad:** Yes, that is indeed a possibility.

**f. Internal Committee Report (BL307) – Internal Committee**

**E. Mason:** I haven't submitted a report. Would it be better if I just verbally reported what we did or if we tabled it to October?

**Chair:** You can definitely report in October. Are there any pressing questions for Internal?

*(Nothing further; point tabled to October.)*

**g. Communications Committee Report (BL311) – Comms Committee**

**C. Milne:** We did meet once over the summer, so I'll just provide a brief outline of that. The Communications team will be implementing a survey to understand how students are interacting with ASFA's social media presence. In collaboration with the mobilization team, we're also looking to showcase Montreal activists and BIPOC organizations at Concordia. We're also thinking of doing a zine with the Mobilization Committee to highlight those voices and the work being done by Black, Indigenous and other racialized groups in our community.

**h. Finance Committee Report (BL315) – Finance Committee**

***The Arts & Science Federation of Associations***  
***September 2020 Regular Council Meeting***

**Executive Report Finance Coordinator**  
***Ashley Torres- Thursday, September 17th 2020***

*Greetings and welcome to the first Regular Council meeting of the 2020 Fall semester of the Arts & Science Federation of Associations. The following report intends to provide an update of what kind of work I have done in ASFA during the summer.*

*Since the last RCM in June, the Finance Committee has been tasked to review, amend and approve the budgets of the Member Associations. Most student associations submitted their budget proposal on time. I created a document which helped the finance committee to review the proposals efficiently and in an organized manner. Making this document was time consuming however I created a template that could be used in the*

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*future and made it accessible to both the finance coordinator drive and the finance committee drive. As a result, reviewing the budgets was easier and our meetings were very efficient. We invited members to motivate their budget but only two MA chose to meet with us. We also emailed some MA's for the budgets that needed clarifications and that were unable to have a meeting with us. Overall, we were able to send back most budgets on time, with the exception of those who submitted their proposal late, or those who needed some clarification. We did not receive any appeals. I Will recommend that next year, the finance committee uses the template that I created to review the budget, which really helps in terms of organizing the process, not overwhelming the members of the committee with long meetings and being more efficient in our meetings. The delays we have to process and review budgets is very short, therefore having such documents prepared beforehand will help alleviate the workload.*

*After Reviewing the budgets, the Finance committee has also review loyola`s committee budget, we are still waiting for the rest of the committees to submit their budgets in order to review and approved them. The finance committee had meetings during the months of june and july but was unable to meet for the month of august since I had to focus on other tasks related to ASFA, we will have our next meeting on the 13th of September.*

*As for my other responsibilities for ASFA, I was able to close our scotia bank account which was not done by my predecessor, and update the signing officers for the RBC Account. I have worked with our auditors in order to get a few documents in order regarding our tax filing. I have also processed cheque requests, from different MA and from the executive team. I have also tried to organise the finance coordinator`s drive, this has not been properly done in the past and as a result many documents are either not on the drive (only in my email) or are hard to find. This makes it difficult for the finance coordinator to find documents from previous years and makes the transition period harder. I have also started a guide book that I will submit to next year`s finance coordinator in order to help them in their transition period. I will try to finalise the guidebook before the end of the fall semester.*

*I am also working on a document/checklist for our funding forms. It will be a quick guide on how to submit the forms and what documents you need to attach to them. This document will be available soon, it could help MA's on how they should submit their forms, what to include on the email and what documents they need to provide. Although you can find these on the standing regulations, a clear document will make this process much more accessible, specially during the pandemic. I will attach this document to each form so when you access any of our forms you will get the instruction you need.*

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*As for FROSH, I was able to keep the budget updated and process the payments. I also helped out the mobilization coordinator to plan and organize rad frosh and the speaker series for the CSU orientation which ASFA is co-hosting. It was challenging to do such things since planning events remotely is not very easy and we didn't have proper communication for these events. I had a hard time understanding our roles and responsibilities and find it difficult to work on the budget while not being in the loop of what decisions were being made. I will recommend that next year, the team organising frosh has an entire meeting dedicated to who is responsible for what in order to clarify the role of each executive member and the Student Life committee.*

*If you have any concerns, questions or criticisms feel free to send me an email. Thank you.*

**i. Investigative Committee Report (BL347) – Investigative Committee**

**Chair:** Payton, has Investigative Committee met over the summer?

**P. Mitchell:** IC has not met over the summer, and we don't expect many complaints this year considering students will not be on campus. However, some concerns have been brought to my attention surrounding anti-Black bias in our policies. The Policy against Harassment, Discrimination and Violence was updated at the end of the 2019-2020 Academic year, and so IC will review the complaints and the updated policy to decide how to move forward with this to ensure that any bias in our policy is addressed and fixed. IC is still looking for members; Councillors are encouraged to volunteer to sit on IC. Participation in IC is now supplemented by an honorarium.

**j. Academic Committee Report (BL294) – Academic Committee**

*(No Academic Committee report.)*

**k. Mobilization Committee Report (BL340) – Academic Committee**

***The Arts & Science Federation of Associations***  
***September 2020 Regular Council Meeting***

***Executive Report -- Mobilization Coordinator***  
***Payton Mitchell - Thursday, September 17 th 2020***

*Greetings and welcome to the first Regular Council meeting of the 2020 Fall semester*

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*year of the Arts & Science Federation of Associations. The following report intends to provide an update of what kind of work I have done in ASFA during the summer.*

*Since the RCM in June, the Mobilization Coordinator primarily focused on Task Force as a open space to receive feedback from students on what they want to see from ASFA this year as it relates to our mandate to irradicate racial and sexual violence on campus. The Task Force held open meetings bi-weekly from June until early August. These meetings were well attended, with the largest meetings having over 15 participants and the smallest having three. During summer Task Force meetings, we decided that we would focus on creating an anti-oppression training that is rooted in the Concordia context and focuses on how students can find justice and healing through supports provided by the Concordia and Montreal community. This training will be planned throughout the year with guidance from external groups and informed by the mobilization committee.*

*In addition to the Task Force, the Mobilization Committee has met once this summer to review the budget and outline our goals for 2020-2021. The Mobilization Committee has decided that we will immediately strike an Ad-Hoc committee to focus on advocating for better support for students' mental health. This Ad-Hoc will be Co-Chaired by a member-at-large on the Mobilization Committee and the Executive Coordinator.*

*As a part of Frosh, the Mobilization Coordinator, with support from the Finance Coordinator, has partnered with the CSU in organizing an Orientation speakers series focusing on racial justice, and the climate crisis.*

*The Mobilization Committee has allocated a large portion of this year's funds to solidarity funding. This decision was made for two reasons:*

- 1. Much of the mobilization budget for the 2019-2020 Academic year was unused.*
- 2. ASFA is unable to mobilize students in-person due to COVID-19. Therefore the Mobilization Committee sees more value in supporting grassroots organizers who may be suffering due to the recession than saving money for an unlikely student mobilization.*

*The Mobilization Committee is looking for ways in which we can support students advocating for Black Studies through financing aspects of their organizing. We are still in*



*conversations with affiliated students on how ASFA can best support this initiative, more information will be available at the October RCM.*

*The Investigative Committee did not meet during the summer, and we don't expect many complaints this year considering students will not be on campus. However concerns have been brought to the attention of the Mobilization Coordinator surrounding anti-Black bias in our policies. The Policy against Harassment, Discrimination and Violence was updated at the end of the 2019-2020 Academic year, and so the IC will review the complaint and the updated policy to decide how to move forward with this complaint to ensure that ant Bias in ASFA's Policy is addressed and fixed. The IC is still looking for members, and counsellors are encouraged to volunteer to sit on the IC. Participation in IC is now supplemented by an honorarium.*

*The Mobilization Coordinator is mandated to sit on the Sustainability Action Fund (SAF) board, and one SAF committee. The MC has attended two SAF board meetings thus far and is a member of the committee responsible for reviewing SAF applications.*

*If you have any questions or concerns about the Mobilization Committee, Task Force or Investigative Committee, please do not hesitate to contact the Mobilization Coordinator.*

## **7. Business recurring**

### **a. CEO Appointment – Internal Committee**

**E. Mason:** As per your decision, we opened up CEO callouts again. We found a really good person. It ended up that last year's CEO did not reapply, so we are recommending to go with Melissa Gonzalez instead.

**Chair:** Perfect, so Internal Committee has made a choice, and Council just has to ratify it.

**SCPASA:** Can we get some more information as to who this person is?

**Chair:** So, the appointments process streamlines and saves Council time, because all the ground work of interviews and selections has already been done for you by the committee. That being said, you definitely have the right to request more information. If we're going to go into details about a specific person, which, again, you absolutely have the right to do, we'd just need to go into closed session. But if you have general questions, the Committee, or Emma can respond.



**SCPASA:** Okay, because I don't feel comfortable ratifying someone I don't know, that's kind of a weird process. Emma, do you mind telling us a bit more about the person you've chosen?

**E. Mason:** For sure. So this person is a student at Concordia, she's actually an SCPA student. She was a poll clerk in February. Coming into the interview, she really impressed us - she had done her research, she read the bylaws, she knew a lot about ASFA and how our elections work. She has experience with management as well. We knew she would have the right qualities and skills; she also has some great volunteer experience.

**Chair:** Does anyone oppose the ratification of Internal Committee's decision?

*(Accepted consensually; no objections.)*

**b. Appointments – (as needed)**

i. ASFA Executive Consul & Alternate

**C. Sakr:** The ASFA Consul position was created to hold executives accountable. I think it needs to be made clear that this position is a huge amount of work. I'm okay with doing the position again this year, but I think that having an alternate would be very useful for me. So again, I'm fine with nominating myself for this position, but I would really appreciate some help. Otherwise, I'm open to questions about the position and what I did.

**Chair:** Are there any questions for Christiane? Any questions about the position?

**HKAPSA:** I can help.

**Chair:** So, Jude from HKASPA is volunteering as the alternate. Is there anyone else interested? If there are no further questions or comments, we will move to appoint Christiane and Jude to fill the roles of Consul and Alternate Consul respectively.

*(Passes consensually; Christiane and Jude are appointed as Executive Consul and Alternate Consul, with no oppositions.)*

ii. Committees in Annex 5c

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**Chair:** I will ask each executive if their committee has empty seats, and if so, who they are looking for.

*(Nothing further.)*

### iii. Faculty Council

**H. Muhammad:** We need to appoint 8 undergraduate students to Faculty Council - if they're Councillors, that's great, but otherwise we will conduct callouts to appoint members at large. The first committee is Steering Committee, which brings recommendations from all kinds of committees so that the Faculty as a whole can deliberate. Two undergraduate students have the right to be on this committee. The second committee is the Faculty Curriculum Committee. This committee makes decisions on curricula - changing prerequisites for a class, syllabus changes, changing the textbook, etc. We also have the Honors Committee, which considers applicants who want to be a part of an honors program. The last committee is the Student Request Committee, which considers requests from students for exceptions to academic regulations. It is a great opportunity to sit on these committees and meet people at the top, and to make decisions that will have a direct impact on students and academics at Concordia.

**Chair:** Excellent, so we have to appoint 8 seats. If they cannot be filled tonight, they'll just come back up at next Council. But these are appointments that directly impact students. They are very important committees. I'll start with any volunteers for Faculty Council - we need four students.

**FPSTMA:** How often does Faculty Committee meet?

**H. Muhammad:** More or less, the time commitment is around 3 to 4 hours a month.

**Faris (ESS):** I'd like to volunteer.

**Chair:** Okay, so Faris from ESS.

**WSSA:** I've heard a lot about Faculty Council having a lot of documents to read through before meetings.



**H. Muhammad:** I wouldn't be able to speak much on that because I haven't personally gone to Faculty Council yet, but I can definitely look into that and update you.

*(Faris has been appointed consensually; no objections.)*

**SCPASA:** Is there a specific date and time this committee meets?

**Chair:** Faculty Council consistently meets on Friday. Hamza, do you know what the pattern is?

**H. Muhammad:** The next meeting is the 25th from 10 am-12 pm. Normally, the location is Loyola, but this year everything is online. Steering Committee meetings occur from 2-3 pm. The next meeting is Tuesday, October 20th.

#### **iv. Student Request Committee**

*(Tabled to October.)*

#### **v. Curriculum Review Committee**

*(Tabled to October.)*

#### **vi. Appointments Committee - N/A**

#### **vii. Judicial Committee - N/A**

#### **viii. Investigative Committee**

**P. Mitchell:** We still have a couple of seats open; I really would like to appoint these tonight.

**Olivia (LSA):** I'm just wondering - are members of IC who were on the committee last year assumed to still be on it, or do I need to volunteer again and be reappointed?

**P. Mitchell:** You are not assumed to still be on it - if you still want to be involved.

**Olivia (LSA):** Great, I definitely still want to be involved.

#### **ix. ASFA Street Team**

**C. Milne:** While the Communications team definitely feels that the Street Team is a vital part of ASFA, it's not really possible or safe to operate the team right due to COVID. Can I motion that this team does not actually take place during this academic year?

**Chair:** If the Chair of that committee is taking that position, ASFA doesn't necessarily need to fill it or approve that. Does anyone have strong opinions on this?

## **8. Business arising**

### **a. Executive Team Staffing – Exec**

**Chair:** I want to give the executives a chance to discuss executive staffing, what with the two vacant positions, but I want to put a perimeter on the discussion that we will cover the JC report itself during closed session. However, the JC decision takes effect on the day it is made, so the Academic Coordinator position is already vacant. The discussion should just be about how ASFA should proceed with refilling the vacant positions. Councillors, your input is needed here.

**H. Muhammad:** I'll expand a little on this. So as you all know by now, the Academic Coordinator position is currently vacant. As the executive team, we have decided to leave the post vacant up until the by-elections in October. We opted for this solution because if we start appointing someone, this means that we would have to issue a callout and go through the whole process, which would essentially take the same amount of time anyway.

**E. Moison:** I would support that recommendation.

**H. Muhammad:** I would also like to reassure everyone that the remainder of the executive body will be splitting the Academic duties until the by-elections. This work will still get done.

**WSSA:** Are people going to burn out by taking on this whole other position? How are you going to manage the extra workload?

**A. Torres:** We're going to take on priority work that we're able to take on. I don't think we'll be able to replace an entire person.

**E. Mason:** The other thing is the appointments process can also lead to burnout, so I don't think that would be preferable.

**K. Ghazal:** I was worried about that too because of last year. I don't want that situation to repeat itself.

**Chair:** So, the suggestion from the execs is that the position will be refilled during by-elections, with the remaining executives splitting up the Academic portfolio in the meantime. If no one opposes that, that will be the action plan going forward.

*(No oppositions.)*

**b. GNL/Gazoduc Position – Mobilization & Finance**

**Position Against the Gazoduc/GNL Project**

**Motioned by: P. Mitchell and A. Torres**

*WHEREAS the LNG Quebec project includes among other things, the construction of a 782 km long gas pipeline from Northeastern Ontario to Saguenay, a natural gas liquefaction plant at the saguenay port and the transport of gas internationally by 300 meter long LNG tankers;*

*WHEREAS in order to implement the LNG Quebec Project, new infrastructures will have to be built including new roads and new Hydro-Quebec Power Lines , which will have additional impacts on our environment;*

*WHEREAS the two American companies which are carrying the project do not follow the recommendations of the Society of International Gas Tanker and Terminal Operators (SIGTTO);*

*WHEREAS between 2000 and 2012, nearly 400 incidents involving pipelines were counted in Canada;*

*WHEREAS Liquefied Natural Gas (LNG) is classified by the UN as a hazardous material and is as such, subject to the laws of Transport Canada;*

*WHEREAS the LNG project would generate 46 million tonnes of CO2 per year, which corresponds to the GHG emissions of 10 million cars and that it would double the marine traffic in the Saguenay Fjord;*



*WHEREAS methane has a global warming potential 84 times higher than CO2 over 20 years and the LNG project would therefore have international impacts on the increase of greenhouse gas emissions;*

*Be it resolved:*

- *That the Arts and Science Federation of Associations is positioning itself against the front company GNL Québec, its company Gazoduq and its Énergie Saguenay project.*

*That the Arts and Science Federation of Associations take a stand against any new project related to gas or oil extraction that would take place in Quebec and therefore ask for a moratorium and a ban on them.*

**Chair:** Thank you, Payton. Can I have a second?

**CUPA** seconds.

**CUPA:** This is very important. I don't know how many Quebec people - people who are familiar with the Fjord - sit on this Council, but it's important and I would really urge Council to vote in favor of this motion.

*(Motion passes consensually; no oppositions.)*

**c. COVID Health & Safety Policy – Mobilization & Finance**

**\*\* Exec proposal \*\* ASFA Public Health Emergency Policy**

Section 1: Meetings

*1.1 Virtual platforms should be prioritized for all ASFA and ASFA MA meetings, events and communications.*

*1.2 In-person meetings are not recommended and must be carried out in accordance with provincial guidelines, with attendance not exceeding up to date provincial recommendations.*

*1.2.1 MAs must provide a digital alternative to any in-person meetings.*



*1.2.2 In order to facilitate effective contact-tracing, all MAs holding in-person meetings must have executives fill out a google form provided by ASFA. MA executives participating in in-person meetings must provide their name, MA, contact info and acknowledge that ASFA is not liable for the contraction of any illness or injury associated with said MA meeting.*

*1.2.3 Records of attendance for in-person meetings must be kept until the end of the 2020-2021 Academic Year.*

*1.2.4 ASFA will provide hand sanitizer and for MAs who hold in-person meetings, available to be picked up on request.*

*1.3 Council meetings will take place over Zoom until the university reopens for in-person classes, at which point the council will vote on whether or not to return to in-person meetings.*

## Section 2: Communication

### *2. 1 Google Calendar*

*2.1.1 ASFA will create a shareable calendar on the ASFA G-suite to track events that run from June 1st to May 31st of every year before the first RCM in June. This calendar will be connected to the ASFA website's homepage.*

*2.1.2 In order to gain access to ASFA's Zoom, MA's & ASFA are mandated to input their event dates on the calendar at least one week in advance*

*2.1.3 This system will be on a first come first serve basis*

*2.1.4 More than 3 digital events on the same day of the calendar will not be allowed*

*2.1.5 The ASFA Communication and Student Life Coordinators will be responsible for monitoring this calendar.*

### *2.2 Newsletters*

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*2.2.1 The ASFA newsletter will be sent out once every two weeks to inform ASFA students about different events being hosted, news, and any other relevant updates.*

*2.2.2 The Communications Coordinator will make a bi-weekly callout to MA presidents and communications support in the promotion of online events and news.*

### Section 3: Social/Student life

*3.1 No in-person events are guaranteed for the 2020-2021 Academic Year.*

*3.2 MAs are not permitted to host in-person events until further notice.*

*3.3 In-person events will be allowed when the University reopens in-person lectures or council moves to allow off-campus in-person events.*

### Section 4: Mobilization and Advocacy

*4.1 Mobilization Committee will not organize any in-person direct actions until Concordia reopens in-person lectures or council moves to allow off-campus in-person events.*

*4.2 The Mobilization Committee may promote direct actions through ASFAs social media provided the action is related to a cause that impacts the ASFA community.*

*4.2.1 In the event of an ASFA direct action contingent, the Mobilization Committee will provide masks and hand sanitizer on request to ASFA members at the event.*

*4.3 In order to promote safe participation in direct actions, the mobilization committee is permitted to organize ASFA contingents to join protests if approved by council.*

#### *4.1 Community and Charity Work:*

*4.1.1 No more than 5% of MAs total budget can be used for donations that do not directly benefit members of the MA.*

*4.1.2 Local charities and community groups based in Montreal or Quebec should be prioritized.*

*4.1.3 In order to have donations approved by the Finance Committee, MAs must provide either the website and office address or two (2) digital profiles and one (1) contact at the charity or community group of choice.*

*4.1.4 Ethical Purchasing Policy may be non-withstood for situations deemed necessary for Public Health Crises by the Finance Committee.*

### Section 5: Finances

#### *5.1 Cheque Requisitions and Advanced Funding*

*5.1.1 Executives must scan original receipts via pdf format or download a digital order confirmation and email it, along with the standard Cheque Requisition Form to [finance@asfa.ca](mailto:finance@asfa.ca) and cc [gm@asfa.ca](mailto:gm@asfa.ca).*

*5.1.2 Considering delays in submitting cheque requisitions may occur the Finance Coordinator is encouraged to be flexible in accepting cheque requisitions, keeping in mind the Standing Regulations mandate the following:*

- 48. Expenses shall be refused, if not filed within thirty (30) days of the date on the receipt or no later than May 31st whichever comes first.*
- 65. Cheques for Member Associations will be written, signed and made available in the ASFA office no later than fourteen (14) Juridical Days after ASFA receives a cheque requisition submitted in conformity with expected record keeping policies. ASFA will try its best to mail cheques to MA executives in a timely manner.*
- 68. Advance payment cheques shall be written, signed and made available in the ASFA office no later than seven (7) Juridical Days after the advance payment request.*
- ASFA will try its best to mail cheques to MA executives in a timely manner.*
- 69. Member Associations must also present any original digital/electronic receipts to justify expenses made with advance payment funds within seven (7) Judicial Days of the receipt of the advanced funds. Failure to do so will result in freezing of their budget by the Finance Coordinator.*
- Screenshots will not be accepted, instead original email confirmations with receipts will be accepted if making an online purchase.*

*5.1.3 The MA executive filing the cheque request must provide their mailing address to ASFA for its financial operations via cheque reimbursements*



*5.1.4 ASFA will not reimburse nor sanction any event that does not adhere to all of the following policies: the Government of Quebec Public Health Policy & Recommendations, and ASFA's COVID 19 Policy.*

*5.1.5 ASFA will act as a distributor for Public Protection Equipment that Member Associations can buy at cost if needed. This may include: hand sanitizer (as well as the dispenser or stand alone stations), paper towel, disinfection spray, masks and gloves.*

*Section 6: Internal/Administrative*

*6.1 Internal registration forms and waivers for MAs should be signed using DocuSign and sent to the internal coordinator. The documents that must be submitted are as follows:*

- *DOS registration, sent to [internal@asfa.ca](mailto:internal@asfa.ca) and [executivecoordinator@asfa.ca](mailto:executivecoordinator@asfa.ca)*
- *Councillor and signing officers form*
- *Policy against Harassment, Discrimination, and Violence acknowledgement form*
- *Ethical Purchasing Policy acknowledgement form*
- *Council Closed Session Confidentiality Form*

*Section 7: MA & ASFA Offices*

*7.1 Concordia University policy on office use, sanitation measures and COVID procedures will be applied.*

*7.2 Non-Executive Students who are not deemed ASFA essential staff, are not allowed entry into ASFA managed offices until in-person lectures resume or until deemed appropriate by council.*

**H. Muhammad:** This policy was passed at the AGM but we have since realized we need to update some provisions due to the changing governmental regulations and messages received by the DoS office. We have tried to strike a balance between helping the MAs and executives, but also protecting the students at large. The most significant change is the exceptions made for Mobilization Committee. There are some specific events and movements that Mobilization Committee needs to support, which is why we are providing an exception to the no in-person meetings rule for Mobilization Committee.

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**P. Mitchell:** This is just so that we can still refer students to events that are happening within the community, because ASFA is political and still needs to stand in solidarity with causes that align with our values.

**FPSTMA:** I would like to motion to amend that if in-person meetings need to be held, it should be for a maximum of 10 people. I would also like to amend that notwithstanding the Sustainability Policy only applies to the purchase of medical supplies.

**WSSA** seconds.

**Chair:** Let's discuss these proposed amendments one at a time, starting with the first, to limit any necessary in-person meetings of ASFA to a maximum of 10 people.

**I. Huang:** I'm part of Loyola Committee - at capacity, we are 13. Would that not be okay?

**FPSTMA:** Me personally, I'm opposed to all in-person meetings. I felt this amendment was harm reductive. But if there's an absolute need to have a meeting in person, it should be kept at an absolute maximum of 15 people.

**LSA:** For what reason do committees need to meet in person?

**A. Torres:** By law, by Quebec recommendations, it has to be limited to 10 people. If you have 13 people in your committee, you should be meeting online. These guidelines are just because we know people will be meeting informally.

**H. Muhammad:** I really want to reiterate that all meetings should be happening online unless it is absolutely necessary to hold it in person.

**LSA:** I want to recommend that the language be stronger than "we do not recommend" in-person meetings take place.

**FPSTMA:** I'd like to rescind my suggestion of 15 people.

**Chair:** Okay, so the proposed amendment is just a maximum of 10 people at any necessary in-person event. Any objections to this?

*(No objections; the amendment passes consensually.)*

**Chair:** So let's move on to the second amendment brought by FPSTMA, so limiting the exceptions to the Ethical Purchasing Policy to just the purchase of medical supplies.

**A. Torres:** If we restrict it to just "medical supplies," there are still things we typically buy related to COVID precautions that are not necessarily medical supplies. For instance, are cleaning supplies considered medical supplies? I think Finance Committee already understands that this exception only applies to public health supplies.

**Chair:** Zach, do you still feel the same way given other voiced opinions?

**FPSTMA:** No, I think it's fine to leave it as it is now.

*(Amendment rescinded.)*

**Chair:** Moving onto the third amendment, brought by LSA, about using stricter language to discourage MAs from holding in-person events.

**Olivia:** I suggest changing the wording in clause 1.2 to "MAs are not permitted to hold in-person events. MAs are further not permitted to hold in-person meetings unless MA executives agree unanimously that such a meeting is essential."

*(No oppositions.)*

**P. Mitchell:** Would Councillors prefer that the Google form outlined in section 1.2.2 include a reason for the in-person meeting and why it couldn't have taken place online?

**Chair:** We can now move to approving the policy as a whole.

**WSSA:** What is the reasoning behind not allowing more than three digital events occurring at the same day?

**SCPASA:** I don't even know why that's in there because that's not what was voted for. I thought it was decided that if we don't put our events in the Google calendar, we don't get reimbursed for them.

**P. Mitchell:** The Google Calendar is only for events using the ASFA Zoom account.

**WSSA:** Is there a way for us to get access to the Zoom account without having to have you guys log in for us?



**P. Mitchell:** We're trying to figure out a solution for that, so we'll keep you posted.

**K. Ghazal:** We had a meeting with the ASFA Zoom and we had a lot of technical problems.

*(Accepted consensually; amended to 2.1.4 "access to ASFA Zoom")*

**Chair:** Does anyone oppose approving this document and all the amendments that we've discussed?

*(The policy is approved consensually; no objections.)*

**d. Ratification of JC Report – CLOSED SESSION**

*(A poll is created entitled "Motion to annul the JC report." The motion fails; the JC decision is therefore ratified.)*

**e. Frosh Coordinator bonus - CLOSED SESSION**

*(A poll is created entitled "Motion to approve Frosh Coordinator bonus of \$200." The motion is approved by majority.)*

**9. Announcements**

*(No announcements.)*

**10. Adjournment**

**Chair** adjourns the meeting at **11:52 pm**.