



Arts and Science Federation of Associations (ASFA)
Regular Council Meeting (June 24, 2020)

Meeting minutes

1. Call to Order – Roll Call and Excusals

Chair calls the meeting to order at **5:05 pm**.

(Chair proceeds to a formal roll call.)

Roll call: Executives H. Muhammad, C. Milne, K. Karlson, E. Mason, P. Lamb, P. Mitchell, A. Torres, and Councillors from SHAC, MASSA, CUBCAPS, SASU, UPSA, Loyola Committee, HSCSA, CUPA, SCSA, ESA, SCPA, ComsGuild, SoPhiA, WSSA, FPSTMA, LSA, CCSA, USAT, CASE, Independent, BSA, ECEESA, and PSSA are currently in attendance.

2. Chair Remarks & Housekeeping

a. Approval of Meetings

(Accepted consensually; no oppositions.)

3. Executive Remarks

H. Muhammad: My name is Hamza Muhammad, I'm your General Coordinator for this year. I'd like to welcome everyone to this first Council meeting. This year's ASFA team believes in transparency and collaboration, and we would love to be able to work closely with all of you as much as possible.

4. Approval of Agenda

I. Huang: I would like to address the ASFA sweater selling system if possible.

Chair: Would you like to put that under Business Arising?

I. Huang: Sure.



SASU: My motion in 8d) addresses a point that is also listed in Tabled and Future Items.

Chair: That's okay - if we address it tonight, I'll remove it from the Tabled and Future Items list.

PSSA: Could we move 8d) up to 8a)? I do need to get going early due to a family commitment.

Chair: Christiane, are you okay with that?

SASU: Yep, that's fine.

(The agenda is approved consensually as modified.)

5. Consent Agenda – (Annex 5a, 5b, 5c)

(Nothing further; Consent Agenda is approved consensually.)

6. Information & Presentations

a. Executive Consul Report – (none)

Chair: We don't have a Consul report since this is the first meeting of the year.

b. Office Manager Report – J. Hutton

(Tabled; no Office Manager report this month.)

c. Pre-Mandate Executive Reports – Executives

Chair: Would any of the executives like to present their pre-mandate reports? Otherwise, we can simply open the floor to questions.

(Nothing further.)

7. Business Recurring



a. (None)

8. Business Arising

a. MA Fee Levy Motion – SASU

SASU: *WHEREAS Arts and Science students who are part of a member association that has its own fee levy pay into both the ASFA fee levy and their member association's fee levy.*

WHEREAS the 2018-2019 ASFA council previously passed a motion to not grant MAs that have a fee levy (see Appendix A. for details)

WHEREAS the 2019-2020 ASFA council repealed the aforementioned motion during an SCM dedicated to by-law and standing regulation changes/updates (minutes yet to be published on ASFA website)

WHEREAS other member associations do not have their own fee levy and have received not only less than what the PSSA makes from their fee levy but also suffered from budget cuts during the 2019-2020 mandate.

BE IT RESOLVED THAT member associations that have their own fee levy that amounts to over \$8K per annum shall not receive an operational budget from ASFA's annual budget of over \$1000.

BE IT FURTHER RESOLVED THAT if those member associations receive in excess of \$20K per annum they may only apply for a total of \$500 for special project funding from the member association special project fund.

BE IT FURTHER RESOLVED THAT ASFA does not fund nor support in any capacity any general assemblies that are held at bars, pubs, and other spaces that are deemed inaccessible to any members at large.

Appendix A

Regular Council Meeting – April 2019
The Arts and Science Federation of Associations
April 11th, 2019 at 18h00 in H-633, SGW Campus

8.e. Fee Levy Adjustments for MA – *Fincom*

WHEREAS ASFA provides a budget for its Member Associations to operate annually WHEREAS Member Associations without a fee levy rely solely on ASFA for its primary funding to operate all year
WHEREAS Member Associations that have a fee levy have outside sources of funding than the ASFA fee levy that are in excess of the capabilities of ASFA to provide
BE IT RESOLVED THAT member associations that have their own fee levy that amounts to over \$8K per annum shall not receive an operational budget from ASFA's annual budget
BE IT FURTHER RESOLVED THAT if those member associations receive in excess of \$20K per annum that they are not able to apply for special project funding from the member association special project fund.

Motion: (Gigi / Evan) Adopt Proposed Motion 8e

- Gigi: Just to motivate this, we note that some MAs have very low budgets whereas some have very high budgets. Some MAs have a fee levy or otherwise do not rely solely on ASFA for funding. This motion is just to make it fair for the associations who rely solely on ASFA for funding.
- CUPA: The MAs who have fee levies, is that considered when allocating ASFA funding?
- Gigi: I would love to assume that this is taken into consideration, but I'm not sure, and I don't know whether that was done this year.
- Maggie: I think the rationale for asking for ASFA money additionally is that students in the MA pay the ASFA fee levy regardless of whether or not they get money from ASFA. That being said, I totally agree with this motion.
- Evan: The PSSA, for example, has a rather large fee levy. The ASFA money received by the PSSA might have been better served being redistributed to other MAs.
- Mylene: Can MAs have the information about adding the fee levy?
- Gigi: Only accredited associations are able to have fee levies. A number of MAs are not accredited. This would have had to go through as a referendum. Elliott can also provide more information about this.
- Jane: WSSA is one of the MAs that is accredited but does not have fee levies. I'm a little biased because I'm on fincom, but I think this is a great motion. ASFA is underfunded, and one MA getting money means another does not get it.
- CUPA: Will this motion help balance out MA allocations?
- Gigi: Yes.

**Unanimously For; 1 Abstain;
Motion Carries**

WSSA seconds.

SASU: Basically, I feel that there should be limits on the amount of funding that can be received by MAs with their own fee levy, as some MAs do not have access to any external funding. Last year, the General Coordinator felt that this was a little problematic as he felt that the PSSA should receive some kind of budget, as they are paying into ASFA as well as their own MA.

E. Lee: I was there when the motion on fee levy adjustments for MAs was passed, and I initially spoke in favor of it, but in hindsight, I think this was a mistake - just in terms of equal opportunity for students to access ASFA funding. Is this something for this year, or is it something permanent?

SASU: Yeah, it would be permanent unless ASFA later decides to revoke it.

E. Lee: I was on Finance Committee last year, so I just want to clarify that the last time the PSSA received funding from ASFA, it was just for its clubs that require funding, not for the PSSA itself.



PSSA: I want to go over a few things. The biggest problem is that as an ASFA member, we should have the right to get ASFA funding regardless of whether or not we have our own fee levy. What's the point of our students paying into something if they're going to get nothing in return? This feels like a slap in the face to me, it shows that you don't care about us or the 1,600 political science students at Concordia.

H. Muhammad: I don't think anyone's trying to cut people off in any way. I would recommend that this be sent to Finance Committee before we make a decision. I think it would be unfair for us to put a fixed cap on their funding, as I'm sure their budget fluctuates quite a bit from year to year.

SASU: I have no opposition to tabling this to Finance Committee. I just want to clarify that this isn't meant to cut PSSA off from funding, it would just be putting a limit on the amount of funding you can receive.

H. Muhammad motions to table the point to Finance Committee. **SASU** seconds.

(Passes by majority; 1 opposition (PSSA).)

E. Lee: I just want everyone to know that decisions made at Finance Committee have historically been pretty arbitrary. Also, PSSA is one of the largest, if not the largest, MA in ASFA. It seems unfair to impose limitations on them, especially as they are paying into our fee levy.

LSA: I just wanted to bring something up for Finance Committee - I think it's important to keep in mind that some MAs don't have outside sources of funding outside of the ASFA funding. I think there should be a limit, but not necessarily a dollar amount - it could be a percentage amount instead.

PSSA: I just want to reiterate the point that we pay into ASFA, and all MAs should be treated equally. It's unfair to the students in political science to be treated like second class citizens.

A. Torres: I understand PSSA's point, but PSSA did submit a \$0 budget this year, so we're not treating you like second class citizens. I'm a PSSA student, I don't want PSSA to be treated unfairly, but let's not be dramatic and let's try to figure out something that makes sense while also being fair to other MAs.



H. Muhammad: Also, let's not assume in advance what Finance Committee will do.

P. Mitchell: ASFA's only value also isn't giving MAs budgets. We're here for other things as well. Students will not be penalized or excluded in any way aside from not receiving more money than they actually need.

b. Opening Budget Approval – Finance Coordinator

A. Torres: Some contextual information - because courses will only be online in September, they think we're going to have a decrease in enrollment. Since we depend heavily on student fee levies, we calculated the budget assuming a 15% loss of students. Orientation will be much less expensive this year due to being fully online. I'd recommend for the Contingency and Investment Fund money to come out of the ASFA bank account, as we have an around \$100,000 surplus in that account. The expenses related to the Office Clerk will depend on whether or not we have access to the office in the Winter semester. In the Winter semester, we would like to hire an archivist to get ASFA's documents organized.

FPSTMA: In terms of the elections budget, I know last year there were a lot of issues with the CEOs being very underpaid. Has that been taken into account?

A. Torres: Yes, this was addressed in the budgeted amount.

FPSTMA: My other question is what is meant by the line "Sweater Overflow?"

A. Torres: This will be addressed in the next point, but it has to do with the centralized sweater system that is being proposed.

LSA: ASFA usually assigns us the budget for our GAs, it's historically been \$50 per GA. Has that amount been increased?

A. Torres: This year, you can account for it in your own budget, and then Finance Committee will decide on an amount based on what is submitted by MAs. It will likely be the same amount for all MAs, but that will also depend on what is submitted.



WSSA: So to clarify, we don't need to account for Zoom expenses in our MA budgets?

A. Torres: Yeah, exactly. You'll have access to ASFA's.

E. Lee: Can you go back to the committee expenses? Given my own experience, I'm curious as to what the reasoning is for some of the committee budgets, in particular for Academic, Student Life, Policy, and Communications.

A. Torres: We actually did a rough draft of what the expenses will look like for each committee - for example, Academic has the journal, and also plans for a new award this year. We gave Policy a budget this year just because Hamza has multiple initiatives that he wants to implement. Communications only really needs money for ads this year because we have no in-person events.

E. Lee: That makes sense. I'm also fairly concerned about your budget lines for the Contingency and Investment Funds. The Standing Regulations, which were approved at the May RCM, explicitly state that a specific portion of the budget must be allocated to these lines annually. A breach of the Standing Regulations is technically an impeachable offense, so I just want to make sure you're keeping those numbers in mind.

H. Muhammad: I'd like to just take this opportunity to expand on some of the initiatives I'd like to work on this year, since it was brought up. I'm planning a mental health and counselling initiative, as well as free leisure activities, such as yoga classes, to promote an optimal work-school-life balance. To speak to the point Evan made, I definitely don't think we should conflict with the Standing Regs. Either we increase the amount put into the Contingency Fund and Investment Funds, or we'll need to come up with another solution to ensure we're operating within the Standing Regulations.

A Torres: The only reason we're not funding these lines completely this year is because our fee levies are extremely uncertain due to the COVID-19 situation. My plan is definitely to fully fund these lines, but we have no idea what enrollment is going to look like in the fall, so we need to operate with the knowledge that our funding might be much lower than usual. Keep in mind, this is a reduced budget that accounts for lower enrollment due to the pandemic.



E. Lee: I completely understand where you guys are coming from, but you're still technically in breach of the Standing Regulations, which is an impeachable offense. If someone can sponsor me since I can't make a motion as a Member at large, I'd like to propose that we notwithstanding the Standing Regulations for just this year, in order to allow you to disregard those specific clauses if you end up not being able to fully fund the Contingency and Investment Funds.

H. Muhammad: I'll sponsor that.

Motion for budget

Whereas the Standing Regulations govern ASFA and its executives;

Whereas the Standing Regulations outline specific amounts for the Contingency and Investment Funds;

Whereas a breach of the Standing Regulations constitutes an impeachable offense;

Whereas the current budget does not properly fund the Contingency and Investment Funds;

Be it resolved that all applicable Standing Regulations be notwithstanding.

Be it further resolved that if ASFA receives proper financial funding, it fully allocates the amounts listed for the Contingency and Investment Funds.

Be it further resolved that the Finance Coordinator come to Council to notify Councillors if the Contingency and Investment Funds are fully funded or not funded.

Be it further resolved that if the Finance Coordinator is unable to fully fund the Contingency and Investment Funds, that the following year's ASFA Finance Coordinator allocates the difference from the original amount listed in the Standing Regulations.

AHSA seconds.



A. Torres: I would encourage you all to vote in favor of this motion, because it will provide a lot more flexibility in these uncertain circumstances. I want to make it very clear that this is only needed due to the fact that our fee levy is very uncertain because of the pandemic. If not for this, we would have been able to fund the Contingency and Investment Funds normally.

(A poll entitled "Motion to notwithstanding SR re: Budget, as presented" is created. The motion carries by majority.)

Chair: Does anyone have further comments on the budget as presented by Ashley?

(A poll entitled "Motion to approve budget as presented/discussed" is created. The motion carries by majority.)

c. Appointments – (Where applicable)

i. ASFA Executive Consul & Alternate

SASU: I was ASFA Consul last year from December up until the end of the mandate. It's a bit vague what the Consul does, but they essentially hold the executives accountable and to be Council's voice in the executive body. The Consul sits in on executive meetings, reads reports, and makes sure executives are doing their jobs. For the position itself, I wrote a very rough guide - I really want to expand and work on it. If there are any questions about the position, I'm happy to answer them. This is a very important position.

WSSA: Can the Consul be a member at large?

Chair: Unless we absolutely can't find a Councillor to fill the position, I wouldn't recommend it.

(No appointments tonight; point tabled to July.)

ii. Committees in Annex 5c

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2070 RUE MACKAY, EN-400, MONTREAL, QC H3G 2J1



(A Powerpoint presentation on the ASFA executive committees is presented by the executives in attendance.)

WSSA: What is the time commitment required for each of these committees?

H. Muhammad: Policy Committee meets biweekly, at minimum. It's a heavy committee. If you choose this committee, I'd advise to join only one or two committees.

P. Tom: Academic Committee meets once a month.

K. Karlsen: For Social Committee - in advance of frosh, we'll probably be meeting a couple of times a week for 30-45 minutes. After frosh, we likely won't need to meet as often most of the time.

C. Milne: Communications meets once a month.

E. Mason: Meeting for Internal Committee is usually once a month, but it depends on what is going on. Some periods can be a little busier.

A. Torres: Meets once a month, but will likely meet more often during the summer because we need to approve all of the MA budgets.

LSA: Are you going to carry out what was previously discussed regarding the Charter idea that CCSA and LSA had brought forward near the end of the last mandate?

P. Mitchell: The Code of Conduct has been discussed with our lawyers and will be presented at the July RCM.

(Loyola Committee is tabled in order for a callout to be made to Loyola students in order to fill the member at large seat; no oppositions.)

Academic Committee

Sean and **Ali** self-nominate for Academic Committee.



E. Lee: Academic Committee is supposed to be composed of the Academic Coordinator and everyone who sits on the academic bodies.

P. Tom: Perhaps if Sean and Ali would like to be involved, we could appoint them for the summer and then revisit come September, seeing as these bodies probably won't be meeting much until then?

(No objections; Sean and Ali are appointed consensually for the summer. Academic Committee appointment is tabled.)

Policy Committee

Will, Jose, Eamonn, Jude, and Karen self-nominate for Policy Committee.

(A voting poll entitled "Appointment for Policy Committee" is created to fill the three available seats on Policy Committee. Karen, Jose, and Will have been appointed to the Policy Committee.)

Student Life Committee

Faris, Jose, Phillip, Élyse, and Navleen self-nominate for Student Life Committee.

(A voting poll entitled "Appointment for Student Life Committee" is created to fill the three available seats on Student Life Committee. Élyse, Jose, and Navleen have been appointed to the Student Life Committee.)

Communications Committee

Faris self-nominates for Communications Committee. *(No objections; Faris is appointed.)*

Finance Committee

Chair: How many Independent Councillors do we have on this call right now?

Independent: That would be me.



Chair: Okay, so I would recommend that Navleen fill the seat of Independent Councillor.

Independent: Yes, I'd like to sit on Finance Committee.

Jude, Alexandre, and **Jose** self-nominate.

A. Torres: I think it would be problematic to have only men joining the Finance Committee.

(No objections; all candidates are consensually appointed.)

Internal Committee

Eamonn and **Christiane** self-nominate for Internal Committee. *(No objections; consensually appointed.)*

Mobilization Committee

Karen self-nominates for Mobilization Committee.

LSA: I am interested, but I'm only currently a Councillor. Would it still be possible to sit on the Mobilization Committee, or should I just be involved?

Chair: There are also seats for members at large. You could sit on the committee as a Councillor, and then transition to the member at large seat.

Zach self-nominates for Mobilization Committee.

Chair: Would you prefer to fill a member at large seat tonight or do a full callout?

P. Mitchell: I think I'll do a full callout.

(Karen and Zach are appointed consensually; no oppositions.)

Investigative Committee



P. Mitchell: I strongly encourage anyone with lived experience and/or training to nominate themselves; those perspectives are very valuable and can make a world of difference in any investigation.

Zach and **Christiane** self-nominate. **Jenny** self-nominates as an alternate. *(Consensually approved; no objections.)*

Karen self-nominates for the Task Force co-Chair seat. *(Consensually approved; no objections.)*

iii. Faculty Council

(Tabled.)

iv. Student Request Committee

(Tabled.)

v. Curriculum Review Committee

(Tabled.)

vi. Appointments Committee

(Part of Internal Committee.)

vii. Judicial Committee

E. Lee: Judicial Committee is not appointed through Council. A callout is typically done. There are also certain criteria for JC members; these are outlined in the Standing Regulations and Bylaws.

viii. ASFA Street Team

E. Lee: ASFA Street Team is an on-the-ground outreach team that helps to engage with students and get them involved in what's going on with ASFA.



WSSA: What would be the goal of a Street Team if we have no access to campus?

E. Lee: I think communications are paramount this year with the current situation. The goal of the Street Team is probably more important than ever - it could potentially be renamed to avoid confusion.

C. Milne: We can wait to appoint this, but if anyone would like to participate, I encourage you to get in touch.

d. List of Officially Recognized Member Associations (per Bylaw 44) – Internal

Chair: We did this during the AGM this year; it's already in the minutes that it has been approved, so this is really just proforma.

(The list of officially recognized Member Associations is approved consensually; no oppositions.)

e. Sweaters -- Loyola Committee

I. Huang: I just want to get more information as to what people want with the centralized sweater sales idea.

H. Muhammad: The idea is for there to be a centralized system for ASFA MA sweaters - everyone would have access to this system, and we would purchase sweaters in bulk from the same supplier for all MAs. If MAs can provide us with one logo, that would be ideal, but you can have two or three logos. Why centralize it? Well, ASFA would have leverage to decrease the price of each sweater when we purchase in large quantities from one supplier - from what I've been seeing, we could get prices as low as \$18-20 per sweater. In terms of choosing a supplier, we would be choosing based on economic and sustainability factors.

I. Huang: \$18-20 per sweater is incredibly low, that's amazing. But what type of embroidery would we be putting on it? What kind of options would we have in terms of colors, etc. at such a low price?



H. Muhammad: I think the idea is one logo design per MA, but customization would also be possible if the student or MA chooses this.

Élyse: Would we be able to consult our students as to what they want and then send you a logo or design? One of the feedbacks we received from our students is that we didn't provide enough customization options, so I feel like it wouldn't make sense for us as an MA to opt into this system if there aren't enough customization options available.

H. Muhammad: You can definitely opt out of the centralized process if you find that it doesn't meet your needs.

LSA: As someone with a fashion design degree, I'm extremely concerned when I hear that sweaters are \$18-20 including embroidery. That definitely points to unethical practices, such as use of sweatshop labor.

H. Muhammad: I would be happy to send you the information about the companies I've contacted; I've confirmed that they conform to our Ethical Purchasing Policy. Also, you do not have to choose the sweaters right now. We just need logos from all MAs so that we can preorder the sweaters.

Wil: We found, for our own MA, that offering too many customization options is often a deterrent, so I think we would be okay with fewer options for customization. I'm also curious about whether or not you've looked into other product options - like tote bags or long sleeved shirts?

H. Muhammad: Currently, we have not looked into products other than sweaters, primarily because there was a greater demand across MAs for sweaters.

A. Torres: Perhaps we could do a brainstorming session about this with all interested MAs? I agree with Jenny that an \$18 sweater probably doesn't comply with our Ethical Purchasing Policy. Perhaps we can create a Merchandise Committee to discuss this further?

Wil: Yeah, I was hoping we could brainstorm separately about the sweater issue in order to bring it to the next Council meeting, just to kind of streamline the process.



LSA: I'm motioning for a Sweater/Merchandise Committee to be created now and for this committee to present options and an update at the next Council meeting.

A. Torres seconds.

(A poll entitled "Motion to create a Sweater/Merchandise Committee, to present an update to next Council" is created. The motion is approved by majority.)

I. Huang, A. Torres, H. Muhammad, Eamonn and Jenny self-nominate.

(All members are approved automatically as this is an ad-hoc committee.)

Chair: I'll ask Ashley and Hamza, as the executives on the committee, to coordinate setting it up.

(Point tabled to next Council.)

f. Renewal of CEO Contract – (Potentially)

H. Muhammad: I have made some amendments to the contract in light of the report that was presented to ASFA Council. Last year's CEO would like to be CEO again and for us to increase her honorarium to \$1,200 per academic year, including all elections for the mandate year. I'll bring her signed contract to the next Council meeting.

(Nothing further.)

9. Announcements & Question Period

LSA: If anyone is interested, we're including 500 face masks in our budget - if anyone wants information on our supplier, feel free to reach out to me.

Maggie: Our program discusses how colonialism and racism is within our institutional fabric. We were interested in starting a Black Studies Program this year, and then eventually increase it to a Minor or a Major.

P. Mitchell: Would you email me so we can have a separate conversation about this?



A. Torres: I need your MA budgets in 5 days! Please don't miss this deadline. I'll send out an email about this tonight.

10. Adjournment

Chair adjourns the meeting at **9:02 pm**.

Annex Items

5. Consent Agenda

a. Minutes

- i. May RCM
- ii. May AGM

b. Executive Reports

- i. Executive Coordinator
- ii. Finance Coordinator
- iii. Communications Coordinator
- iv. Mobilization Coordinator
- v. Student Life Coordinator
- vi. Internal Coordinator
- vii. Academic Coordinator
- viii. Executive Team Meeting Minutes

c. Committee Reports / Minutes

- i. Policy Committee
- ii. Finance Committee
- iii. Student Life Committee
- iv. Internal Affairs Committee
- v. Mobilization Committee
- vi. Communications Committee
- vii. Academic Committee
- viii. Loyola Committee
- ix. Task Force to Eliminate Racial & Sexual Harassment & Violence

1. Tabled & Future Items

- a. Regular Updates on G. Payne Transition Project Progress
- b. (March SCM-NLT May) Frosh Subsidy Clause Investigation & Budgeting from SR – Fincom
- c. (March SCM-April) Finance Addendum policy on Hours Cap – Fincom
- d. PSSA budget & Fee Levy (tabled from April) – Consul

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e. Orientation Maximum Subsidy Article (tabled from March SCM) – Fincom