

1. Call to Order

Chair states that quorum has been reached and calls the meeting to order at **12:05 pm**.

Chair: I'll start by reading the Indigenous solidarity statement. 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.

2. Chair Remarks & Housekeeping

(Chair explains the procedures related to Zoom functionality, etiquette, and speaking/voting.)

3. Executive Remarks

(Nothing further.)

4. Approval of Agenda

(The agenda is approved consensually as presented; no objections.)

5. Information & Presentations

a. Chief Electoral Officer's Annual Report on General Elections & Referenda – CEO

ASFA General Elections Report 2021

Arts and Science Federation of Associations

Presented by: Alissa Lévesque (Elections Coordinator) and Melissa Gonzalez Ley (Chief Electoral Officer)

General Election Dates

Nomination Period: March 8th – March 15th

Please note that the original dates of the Nomination Period were March 8th – March 12th but because of remaining vacant positions, it was extended to March 15th by the CEO.

Campaign Period: March 15th – March 22nd

Polling/Voting Period: March 23rd – March 26th

Election Committee:

CEO: Melissa Gonzalez-Ley Elections Coordinator : Alissa Lévesque

DEOs : Merveille MOUNGANG DJIFO & NEKTARIA HATZICHRISTOS

MA CEOs :

- *Mariyam El eissawi*
- *Soria Blumer*
- *Yann Tanguay*
- *Camille Perrin-Ridgeway*
- *Genevieve McNeil*
- *Jack Cronin*
- *Tania Ymbi*

Number of Eligible Electors: 16 033

Votes Cast and Percentage/Candidates

Position	Percentage %	Winner
<i>ASFA Academic Coordinator</i>	<i>Jasmine Ramcharitar Brown (53.3%) Sadegh Shiekhnazhad (46.7%)</i>	<i>Jasmine Ramcharitar</i>
<i>ASFA Communications Coordinator</i>	<i>Sabrina Morena (92.9%)</i>	<i>Sabrina Morena</i>
<i>ASFA Finance Coordinator</i>	<i>Amine Ben Arous (48.1%) Alexandre Wolski (39.5%) Andrew McLeod (12.5%)</i>	<i>Amine Ben Arous</i>
<i>ASFA Internal Coordinator</i>	<i>Sarah Bubenheimer (55.9%) Noor Cool (44.1%)</i>	<i>Sarah Bubenheimer</i>
<i>ASFA Mobilization Coordinator</i>	<i>Payton Mitchell (54.9%) Saruul Bazarsuren (45.1%)</i>	<i>Payton Mitchell</i>
<i>ASFA Student Life Coordinator</i>	<i>Nigel Jonathan Ochieng (60.6%) Chelsea Fares (39.4%)</i>	<i>Nigel Jonathan Ochieng</i>

ASFA Independent Councillors	Yumna Ahmed (25.3%) Venus Surio (25.2%) Danielle Lavigne (25.1%) Mégane Massé (24.4%)	Yumna Ahmed Venus Surio Danielle Lavigne Mégane Massé
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[NB: MA election results are available in the full elections report.]

Referendum Questions

Referendum Question #1 - FPSTMA

Do you, as a member of the First Peoples Studies Member Association (FPSTMA), support the addition of the following executive positions to the Union: Advocacy Coordinator: The Advocacy Coordinator is responsible for organizing and liaising initiatives that support anti-colonial goals. They shall collaborate with other organizations sharing similar interests and objectives such as Indigenous/First Peoples groups or organizations in support of Indigenous engagement and community building at Concordia University and beyond.

Yes - 15 - PASS

No - 0

Abstain - 1

Referendum Question #2 - FPSTMA

Do you, as a member of the First Peoples Studies Member Association (FPSTMA), support the renaming of the following positions: A. President shall be renamed General Coordinator B. Vice-President and Finance Coordinator shall be renamed Finance Coordinator C. Coordinator of Academic Affairs shall be renamed Academic Affairs Coordinator D. Events and Outreach Coordinator shall be renamed Events Coordinator

Yes - 14 - PASS

No - 0

Abstain - 2

Debrief of Election Stages & Complaints

Nomination Period: March 8 – March 15

We received over 100 nominations during the entire nomination period. As mentioned earlier, not all positions had people running for them so we extended the nomination period by 3 days in accordance with the Standing Regulations. This is standard election procedure. The CEO and Elections Coordinator held a candidate information session on Saturday, March 13th which was recorded and sent to all candidates. In this information session we

notified 17 candidates of our additional election directives (as allowed by the Standing Regulations) along with the basic election rules. Given the fully online nature of this election, we worked to make the rules as clear and fair as possible while also allowing students to reach out to as many students as possible. Lastly, we made a complaint form accessible to electors and candidates.

Campaign Period: March 15 – March 22

As CEO and Elections Coordinator we made ourselves available every day to answer any questions MAs or candidates had. We assigned each MA CEO to three MAs each. They were to supervise the online activity of all candidates under their assigned MA and answer their questions pertaining to the rules. Candidates were expected to notify their assigned elections supervisor of the online groups/pages they would be posting on and share the campaign material they would be working on. We received a complaint regarding an ASFA exec candidate who was sharing erroneous information on the election and hadn't taken the time to make sure his campaign posts complied with election rules. Candidate was sanctioned financially. Also, a group of candidates had set up a discord group for this election and the set up process of this discord was completed a few days before the start of the campaign period. To some, this could be interpreted as campaigning before the campaign period. Slate was sanctioned by asking them to refrain from using Slate for a determined period. Furthermore, we received a complaint about the length of candidate bios on the election's website. This complaint was thrown out as it was deemed not serious enough for us to deal with it. Lastly, we received a complaint about a tweet from a candidate that compared an opposing team's graphics to that of a far-right political organization from the USA. We sanctioned the candidate accordingly.

Polling/Voting Period: March 23– March 26

We faced an unforeseen technical issue at the start of the voting period which we addressed as quickly as possible. The rest of the 18 voting period was marked with very little other technical or logistical issues. The CEO and Elections Coordinator made themselves available at all hours to quickly trouble shot any minor, individual issues voters were having with the platform. One candidate took part in online behavior that could be interpreted as campaigning past the campaign period. Given the context on this candidate and the election they had been running up to that point, we issued a warning. Voting period ended without any other complaints and election results were posted at night on the 26.

Election Expenditures to Date

By-election expenses:

Item	Details of expense	Cost
<i>CEO Honorarium</i>	<i>Melissa Gonzalez Ley</i>	<i>\$600</i>
<i>Elections Coordinator Honorarium</i>	<i>Alissa Lévesque</i>	<i>\$600</i>
<i>DEO Honorarium</i>	<i>Merveille Moungang Djifo</i>	<i>\$250</i>
<i>MA CEO Honorarium</i>	<i>Soria Blumer (3 MA)</i>	<i>\$400</i>
<i>MA CEO Honorarium</i>	<i>Mariyam El Eissawi (3 MA)</i>	<i>\$400</i>
<i>MA CEO Honorarium</i>	<i>Nektaria Hatzichristos (3 MA)</i>	<i>\$400</i>
<i>MA CEO Honorarium</i>	<i>Merveille Moungang Djifo (2 MA, \$200 for first, \$100 for second)</i>	<i>\$300</i>
<i>Candidate Reimbursements</i>	<i>ASFA Elections: Max \$50 per candidate</i> <i>MA Elections: Max \$15 per candidate</i>	<i>\$26.60</i>
<i>Online Voting Service Fee</i>	<i>Simply Voting subscription up for renewal in January 2021.</i>	<i>x</i>
<i>Other expenses</i>	<i>Visa gift cards contest for election voters</i> <i>4 x \$25 gift card</i> <i>1 x \$100 gift card</i>	<i>\$200</i>
Total		<i>\$3,176.60</i>

General election expenses:

Item	Details of expense	Cost
<i>CEO Honorarium</i>	<i>Melissa Gonzalez Ley</i>	<i>\$600</i>
<i>Elections Coordinator Honorarium</i>	<i>Alissa Lévesque</i>	<i>\$600</i>
<i>DEO Honorarium</i>	<i>2 DEOs, Merveille and Nektaria</i>	<i>\$500</i>
<i>MA CEO Honorarium</i>	<i>8 MA CEOs oversaw 3 MAs each (8 x \$400)</i>	<i>\$3,200</i>

<i>MA CEO Honorarium</i>	<i>1 MA CEO oversaw 2 MAs</i>	<i>\$300</i>
<i>Candidate Reimbursements</i>	<i>10 candidates filed for reimbursements that had the proper receipts and were approved.</i>	<i>\$350.89</i>
<i>Online Voting Service Fee</i>	<i>Simply Voting subscription up for renewal in January 2021.</i>	<i>\$2,004.30</i>
<i>Other expenses</i>	<i>Visa gift cards contest for election voters 4 x \$25 gift card 1 x \$100 gift card</i>	<i>\$200</i>
Total		\$7,755.19

Expenditure Explanation

The total amount spent for both elections is \$10,931.79 which falls well under the \$14,870 amount set aside for these elections in the global elections budget approved by ASFA Council in June 2020.

ASFA shares its Simply Voting subscription with CSU and we were informed by the CSU during the winter term how much we owed them for our portion of the subscription. ASFA General Manager confirmed it was paid shortly thereafter. ASFA paid \$2,004.30 for our use of Simply Voting for the full academic year (covering 2020 ByElection and 2021 General Election). Although this expense covers both elections, we paid the fee in the winter term and as such, we calculate this fee as part of the General Election expenditures in ASFA election budgets. ASFA was charged around \$1,835.85 for this service for the previous year, so there was a moderate increase in price for the service which is to be expected. Nonetheless, future election organizers should keep an eye on this price to see if it rises again next year and by how much.

The total amount of the MA CEO honorariums was estimated to be \$3,600 for each election. During the By-Election we spent \$1,500 on 21 that expense as more Member Associations chose to fill vacancies through general assemblies. Nonetheless, 11 Member Associations participated in the By-Election. For the General Election, we reached the exact budget projection of \$3,600 for that category.

We followed the Standing Regulations when assigning a maximum of 3 Member Associations to each MA CEO and followed the exact payment structure set out in Standing Regulations which indicates that these workers

are to be paid \$200 for their first MA and \$100 for each subsequent MA overseen. As has been done before, we gave the DEOs MA CEO responsibilities as well and paid them according to those added responsibilities as set out in the Standing Regulations.

During the By-Election, only one ASFA candidate spent money on campaign materials. On the MA side of the election, only one candidate spent money on campaign materials (roughly \$10). However, despite repeated requests, that candidate was unable to provide an adequate invoice with basic expense information as is required of MA candidates according to Standing Regulation 156. Therefore, in order to prevent fraudulent expenses and follow election rules, no money was reimbursed to that MA candidate. During the General Election, 11 Candidates requested to be reimbursed. In order to facilitate the reimbursement process sometimes candidates filed shared slate charges under themselves, but we made sure that all these charges were legitimate and in accordance with election rules in close consultation with ASFA staff. One candidate didn't provide sufficient proof along with their request for reimbursement and had been sanctioned \$30 at the beginning of the election period. Given that this candidate had requested to be reimbursed \$29 but they owed ASFA \$30 we subtracted that \$30 from the reimbursement requested. As such, we did not reimburse this candidate as, when taking into account the sanction, they actually owed us \$1, which we decided to wave as we felt such a meager fee wasn't worth the time and money ASFA employees would have to spend getting in touch with that candidate. Given there were more ASFA exec candidates in the General Election compared to the By-Election, it makes perfect sense that the candidate reimbursement amount is higher now as ASFA executive candidates are allowed a larger budget.

Recommendations

1. Adjustments to honorarium for Chief Electoral Officer, Elections Coordinator, DEOs and MA CEOs.
2. Given the demands of these roles, the Chief Electoral Officer and Elections Coordinator need to be given more comprehensive and structured onboarding and training with updated training guides.
3. Rewrite the task distribution of the Chief Electoral Officer and Elections Coordinator in the Standing Regulations as there is too much overlap regarding the responsibilities of each role as it stands currently.
4. Clarify the rules around the support executives can give to candidates during the election process. There are concerns that some executives show favoritism when sharing knowledge about campaigning and the election process with candidates.
5. There should be a more comprehensive list of election violations and their connecting consequences (either in By-Laws or accessible to nominees) to build a fairer baseline for sanction evaluations. Raise awareness on the likelihood of sanction-application.

6. *Rethink the maximum amount of Member Associations each MA CEO can oversee.*
7. *Create comprehensive and clear regulations in the Standing Regulations that concern online campaigning.*
8. *Elections team need to get access to the ASFA elections Facebook page or consider remaking a new page. This page would allow us to easily communicate election information openly as there seem to be repeated issues throughout ASFA of certain emails lists not being up to date. As such, information doesn't get to everyone at the same time.*

M. Grigg: 33% of our MA students did not receive an email or get to vote. We had students on our list who voted who were not eligible to vote. Has anyone else had that problem? I think this should be on record to avoid reproducing this issue in the future.

M. Gonzalez Ley: Apologies for that, that's not great. We're addressing individual requests through our email. When we get an email from a student who can't vote, we resolve it with Simply Voting. The list of all students at ASFA used to be put in manually, and Alissa has now taken over that entire part and has created an Excel spreadsheet in order to automate this. Some departments have codes that do not route properly, so we're still ironing out kinks.

(Nothing further.)

b. Annual Reports from Executive Team (All)

i. Mobilization Coordinator

2020/2021 ANNUAL MOBILIZATION REPORT

Presented by: Payton Mitchell - Mobilization Coordinator

Welcome to our final Regular Council meeting of the 2020/2021 academic year with the Arts & Science Federation of Associations. The following report intends to provide an analysis of the Mobilization Coordinator's portfolio throughout the Summer, Fall and Winter semesters of the past year. It is my intention that the Council uses this report as a blueprint for asking questions regarding ASFA's communication strategy and execution throughout the 2020/2021 executive mandate.

Content:

1. *Initial Goals*
2. *Summer 2020 Mobilization*
3. *Fall 2020 Mobilization*
4. *Winter 2021 Mobilization*
5. *Overview of Project Status*
6. *Suggestions*
7. *Closing Remarks*

Initial Goals

- *Build new ASFA-centred anti-oppression training through Task Force*
- *Improve visibility of Investigative Committee*
- *Support grassroots community and student-led initiatives and campaigns*

As I was only the second Mobilization Coordinator in ASFA's history, my intention this year was to strengthen our community's understanding of ASFA's Policy on Harassment, Discrimination and Violence by building more in-depth training which focus on shifting ASFA's culture. This is an essential project to ensure all students in the Arts & Science community understand they have a right to participate in ASFA without facing harassment, discrimination or other identity-based violence.

Summer 2020 Mobilization

In preparation for the 2020/2021 fiscal year, I worked with the Task Force and the Mobilization Committee to examine how COVID-19 has shifted the ways in which students would be engaged in social issues while off campus. In response to the call to action from the Black community both in and outside of Concordia throughout 2020, ASFA made a commitment to supporting Black-led initiatives on campus, and to examine our role within the Black Lives Matter Movement.. I supported the Communications Coordinator in writing a statement titled, "ASFA Stands With You" to declare our support for the BLM movement and promise to stand against the systemic racism that continues to oppress Black, Indigenous, and other racialized communities. This statement was followed-up with several town-hall meetings in which the Task Force asked for insight on how we can better serve racialized students. These meetings concluded that ASFA needed better, student-centred workshops on anti-oppression. In addition, I worked with QPIRG, Sustainable Concordia and the CSU to plan a speakers series in September tied to orientation which covered the intersections between police violence, climate change and COVID-19 on Black, Indigenous and Immigrant communities. This series includes a knowledge-share with activists from Simon Fraser University in British Columbia and an Indigenous Ally-ship workshop which was presented as part of the Frosh activities.

Fall 2020 Mobilization

For the Fall Semester, my primary focus was building the program structure for the Winter Semester Task Force project. In addition to research into the history and intention of the Task Force, and meetings with stakeholders, I recruited with experience in anti-racism work within the Concordia community and submitted a project plan and budget to the Finance Committee in December. The Fall Semester was also a time where a member at large from the Mobilization Committee requested to strike an ad-hoc on mental health. This was done in September, through October the Member at Large recruited and appointed committee members drafted a budget for the event and presented it to the Mobilization Committee. During this time I also occupied the Investigative Committees, held relevant trainings and renewed the contract with the legal consultant. In late November and December, worked with the CSU to hold bi-weekly town halls regarding poor service from

Concordia the 2020-2021 academic year and designed campaign based on frustrations from students.

Winter 2021 Mobilization

In the Winter Semester, I opened by hosting relevant trainings for incoming executives on the Policy on Harassment, Discrimination and Violence. At the end of January, I launched the Task Force project with 5 appointed committee members who received payment in order to be trained in workshop facilitation and design. This project sought to provide both funding and skills to BIPOC ASFA Members who participated, this included consultation from a former CSU exec who left their role due to the sexism and racism that faced there. We held meetings every 2 weeks between February and May 2021. In March, I planned additional Investigative Committee workshops for committee members. During this time, Mobilization Committee began to develop the concept of hiring an independent chair for Investigative Committee and the Task Force on Racial and Sexual Violence. This project was approved at the March RCM and the Ad-Hoc on Labour Standards and the Mobilization Committee worked with stakeholders to draft the position summary and recommendations for the incoming ASFA executive committee and councillors. As I am continuing my mandate, this position will be finalized by the end of the summer. In May, the Mobilization Committee also supported a student-podcast which raised awareness for MMIWG. I launched the student-made anti-oppression trainings at the MA Retreat for 2021-2022. Throughout the year, the Mobilization Committee made several donations to grassroot initiatives including, Missing Justice, the Black Perspectives Initiative.

Project Status

Completed Mandated Projects	Completed Individual Projects	Ongoing Projects
<ul style="list-style-type: none"> ● Appointed IC members and planned required trainings ● Organized necessary anti-oppression trainings for MA and ASFA executives 	<ul style="list-style-type: none"> ● ASFA 101 Zine ● “Dear Concordia” Campaign Design ● GNL Action Campaign Support 	<ul style="list-style-type: none"> ● Task Force anti-oppression trainings ● Hiring an independent IC and Task Force Chair

(Nothing further.)

ii. Communications Coordinator

2020/2021 Annual Communications Report

Presented by: Communications Coordinator – Carmen Milne

Welcome to our final Regular Council meeting of the 2020/2021 academic year with the Arts & Science Federation of Associations. The following report intends to provide an analysis of the Communications Committee and Strategy throughout the Summer, Fall and Winter semesters of the past year. It is my intention that the Council uses this report as a blueprint for asking questions regarding ASFA's communication strategy and execution throughout the 2020/2021 executive mandate.

Content:

1. Initial Goals
2. Summer 2020 Communications
3. Fall 2020 Communications
4. Winter 2021 Communications
5. Miscellaneous Mandated Tasks
6. Overview of Project Status
7. Suggestions/Closing Remarks

Initial Goals

- Create a foundation for ASFA's communication strategies
- To improve engagement with ASFA events, opportunities, initiatives, and elections through official accounts
- Increase awareness of ASFA's resources and role in the Arts & Science community
- Promote accountability and social justice through ASFA's online presence

As the Communication Coordinator position has been left vacant for such a long period of time, my intention this year was to organize and implement a concrete structure through the communication technologies and platforms that are available to us. I hope to leave ASFA with a clear brand and identity for all students in Arts & Science so that we may be a resource and active contributor to the betterment of our university community.

Summer 2020 Communications

When implementing and developing communication strategies for the 2020/2021 fiscal year, I greatly took into account how COVID-19 has shifted the ways in which everyone in and outside of our association is actively engaging with communication technologies and platforms. Despite having social media and email as our primary modes of communication, we cannot neglect how draining screen fatigue can be. Therefore, the content that was published and shared on our platforms is intended to be direct, informative, concise, and engaging. As my own position, and in result the Communications Committee, has not been in use throughout the previous two years - a primary concern for the ASFA website, email, and other social media

accounts, is to develop and maintain a helpful and resourceful platform for all students in Arts & Science.

An initial topic that the Executive found imperative for ASFA to support is the Black Lives Matter movement and addressing anti-Black racism on campus. As such, our first move was to release a statement titled, "ASFA Stands With You" to declare our support for the BLM movement and promise to stand against the systemic racism that continues to oppress Black, Indigenous, and other racialized communities. Furthermore, on June 9th we shared a petition that had been written by anonymous members of the Concordia community. These individuals had compiled seven demands for the University to support our Black community members while dismantling white supremacy in and outside of the classroom. We called for Concordia alumni, students, staff, lecturers, research assistants/fellows, librarians, and faculty members to sign the "Concordia Statement on Black Lives" in order to show their support through signing this petition. Additionally, on June 24th we compiled these demands in a more digestible format, in order to summarize what the Concordia community was requesting from the University. Overall the response to these actions was incredibly positive, as we were able to make approximately 11,500 impressions and direct 2,488 people to the petition details through ASFA's official Instagram account.

Secondly, on July 6th we published our first call-out for mentors to join ASFA's new buddy program. This officially launched the ASFA Buddies program where new Concordians can be paired with a mentor to guide them through their first year and help with the transition into university life. Next, due to ASFA's commitment to provide a virtual Freshman orientation, the ASFA social media accounts became singularly committed to promoting iFrosh and all the events and social opportunities available for new Arts & Science students at Concordia. As this orientation would be conducted entirely online, we began on July 24th with a competition to guess the Frosh theme. Following the reveal of Frosh's official logo on July 28th, we launched our Frosh website on August 4th which included ticket sales, event descriptions, and a user manual to help our first-year students navigate the upcoming fall orientation. Overall, the social media strategy for Frosh heavily impacted our online engagement levels with apparent improvement in accounts reached, content interactions, and total followers. I also assisted in contacting sponsors for possible endorsements for Frosh, however the Student Life Coordinator, Frosh Coordinator and I had difficulty gaining support from external companies and businesses as the Pandemic had just started and most people's funds had already been allocated.

Lastly, during the summer, the Communications Committee met for the first time in almost two years in August to discuss communication strategies, goals, initiatives, and more for the upcoming semesters. In result, the communications team chose to implement a survey in order to better understand how students are interacting with ASFA's social media presence. Furthermore, the Communications Committee also discussed showcasing

Montreal activists and BIPOC organizations (in a collaborative effort with ASFA's Mobilization team) at Concordia throughout the year in order to highlight the rigorous work done by Black, Indigenous, and other racialized groups in our community.

Fall 2020 Communications

For the Fall Semester, one of the first things I wanted to pursue was the hiring of a Graphic Designer to assist with ASFA's communications strategy. We put out a call-out for the position in the first week of September and held interviews on September 18th where we decided to hire our current Graphic Designer, Atima Ng. The first project we worked on with the Graphic Designer was a Halloween Event for October 30th. The promotional material for Ghouls Night In included: a Facebook event header, Instagram squares, and Story graphics, to communicate the time, online location, and price of the event. Secondly, the elections coordinator, CEO, graphic designer, general manager, and myself, had a meeting to discuss the promotional strategy, deliverables, and social media scheduling to promote each election period for the Fall 2020 semester (i.e. nominations, campaign, and voting). We then created Facebook posts and headers, a Newsletter header and footer, Instagram squares, video stories, and an updated elections website page to share all the important information regarding nomination, campaign, and voting periods.

In terms of the Communications Committee, we held a meeting on September 25th, 2020 to discuss the goals and projects we wished to begin work on. We decided to release a survey that would tell us how students are engaging with ASFA's current social media platforms, and what events or promotional material they may be interested in seeing from us. The Survey revealed that the ASFA Newsletter is the main source in which students are hearing about what ASFA is currently working on, as 60% of respondents indicated that the Newsletter was the best way to inform them of events. Students were also interested in participating in regular Informal Open Houses/Coffee Houses that could potentially be utilized as open question and answer periods with ASFA Staff and Executives. Moreover, we discussed the possibility of collaborating with the Mobilization Committee on an ASFA Zine which could be utilized for educating students on how to apply ASFA's complaint filing systems and on the general, student life, and mobilization efforts that students could participate in through getting involved in ASFA and its 32 Member Associations. On October 9th, 2020 we held a mixed meeting between the Mobilization and Comms Committee to brainstorm the structure and Table of Contents for the publication.

Draft: Table of Contents

1. What is ASFA? (2)
 - Naissance of ASFA & What is a Federation of Associations
2. What's a student union? (5-6)

- Description of Member Associations (how are they elected, general positions)
- ASFA MA Logos
- Structure
- Exec team and roles
- 3. What Does ASFA do? (2)
 - Student life events / Frosh
 - Policy procedure
- 4. Advocacy (4)
 - How to write an academic complaint
 - How to make IC reports
 - Resources
- 5. How to get involved (4)
 - Executive Roles
 - Councillor Roles
 - How to join a committee
 - Examples of committee activities

Total pages = 18

In November, Comms Committee was held on the 23rd to brainstorm what resources we would need for the Zine, including: hiring an Illustrator (at the recommendation of Atima), as well as how many print copies we would be interested in. As a result, we posted a job call-out including the Illustrator, Archivist, and Office Clerk positions with the deadline to apply as December 4th. That same week I sat on the hiring committee for the Illustrator position and we held interviews which resulted in the hiring of Stefanie Auger-Roy as ASFA's official Illustrator for the upcoming Winter 2021 semester. I then held a Comms Committee meeting on December 18th, 2020 to go over the hiring process of the Illustrator as well as to discuss an overview of the past semester to suggest changes for the Comms Committee moving forward into the Winter Semester. We found that it would be more beneficial to hold bi-weekly meetings in order to get projects moving along more quickly, and to delegate more work to Committee members in order to have a balanced working environment. Additionally, because of the overwhelming backlash we received from students preceding the December RCM, regarding the Student Life and Executive Coordinators proposition to have Jordan Peterson platformed at an ASFA event, we also brainstormed a statement to be published that following week in order for students to understand the situation transparently and the actions that were being taken in response.

Additionally, in collaboration with the CSU, Mobilization Coordinator, and Finance Coordinator (who all have extensive experience in campaigns), we published a mobilizing action on December 20th, which asked students to write holiday cards to the Concordia Administration including demands and examples of how Concordia's current remote learning strategies needed to change in order to accommodate for students being disproportionately affected by the Pandemic. This action included deliverables that were created by our graphic designer, as well as a Tool Kit created by the Mobilization

Coordinator to better explain how students can write the holiday cards along with examples and templates for students to utilize. In December I also began talks with the Finance Coordinator regarding the ASFA Council's decision to actively counter the GNL Pipeline project. We established that we would continue to release petitions and educational information on this topic in the New Year.

Winter 2021 Communications

Going into the Winter 2021 semester we wanted to continue focusing on ASFA's branding and online presence. As a result, Atima began working on recreating the ASFA website using Webflow, in order to make ASFA's information and resources more accessible and easy to find. I organized the first Comms Committee meeting for the Winter semester on January 28th, 2021. In this meeting we answered any questions from our newly hired Illustrator, including the direction of the cover page, key words for inspiration regarding illustrations, final formatting dimensions, colour gradients we wished to use, and the deadline of the Zine - which we set for the beginning of May. We also discussed the potential for rebranding the ASFA logo along with the Website/Zine projects. However, Atima and I ultimately decided to pause the logo development project due to the risk of employee burnout, and a lack of time and resources. The logo project is something that can be easily transferable to the incoming Communications Coordinator if they wish to take up that project.

I held a Comms Committee meeting on February 11th to discuss the editing of the ASFA website, as well as to review the drafted illustrations and direction for the Zine. Stefanie joined us to discuss her initial designs, and went through each proposal for the committee members to make edits, suggestions, and approvals for further development. In this meeting we also brainstormed a post to publish for Black History Month in order to promote a variety of Black owned businesses, organizations, books, events and more that students could access. The post, titled "What you can do to celebrate Black voices this month (and every other month)," was published on February 19th. We also agreed to highlight the CSU events, workshops, and anti-oppression seminars they were hosting during February. Comms Committee had a second meeting in February on the 25th to debrief on the Black History Month post, and to update the illustration review and approval process, as well as a check in regarding the website re-write that committee members were contributing to.

Additionally, the Loyola Committee in association with the BIPOC Committee and the Concordia Student Union organized a talk titled, "Navigating Implicit Biases at the University Level," which featured Dr. Brian Chad Starks, the CEO and Founder of BCS & Associates Consulting Firm. As the executive member who sits on the Loyola Committee, I shared the event in the caption of our resource post and included it in ASFA's biweekly newsletter, as well as a Loyola Committee specific newsletter which was sent out on February 20th,

2021. Moreover, due to the recent news concerning Quebec's change of campus restrictions, I - in collaboration with ASFA's Illustrator and Graphic Designer - published a post on February 5th regarding: "How Quebec's New Campus Policies will Affect Concordia University Students." This post also garnered significant attention, with over 1,500 accounts reached - approximately 30% of which were not previously following ASFA. On February 12th, we also made a post to celebrate the Lunar New Year. This post was primarily developed by ASFA's Graphic Designer - Atima Ng - and referenced Sticky Rice Magazine, which published an article pertaining to the meaning and significance of the Lunar New Year and the Year of the Metal Ox. We also utilized this post to draw attention to how COVID has exacerbated violence against Asian-Canadian communities. For this reason, we linked a page titled, "Fight COVID Racism," which allows people to report their experiences with anti-Asian racism; as well as an article highlighting how COVID has impacted Asian-Canadian communities.

On February 26, 2021 I attended a meeting with the Elections staff and graphic designer to discuss the campaign periods and strategies for the elections - including the confirmation of deliverables for the newsletter, Instagram/Facebook posts, and promoting the timelines for nomination, campaign, and voting periods. We also decided to pull back on the amount of newsletters for this election period as we found that we over saturated our membership's inboxes during the previous elections.

Moving into March, the Communications Committee met on March 11th and 25th to discuss the plans for the upcoming zine project. At these meetings ASFA's illustrator presented the development of the illustrations that we will be using for the zine. This month we were also able to preview full colour pages which were approved for further development by the committee. In our March 11th meeting we also viewed a draft of the blueprint for the zine project. Through analyzing and discussing this draft we decided to make slight adjustments and additional pages to the final project but approved the remainder of the layout for continued development. At the closure of the meeting we included a mid-semester check in to establish any changes we might like to make to the way in which we are conducting our meetings. The committee agreed that our current strategies have been working and that we would continue to hold bi-weekly meetings for the remainder of the mandate. Additionally, Atima, Stefanie and I met to discuss the layout and development of the zine separately in order to update each other and confirm next steps. At this meeting we agreed to push the publishing date for the website in order to prevent staff burnout. On March 9th we also published a call to action against the GNL Quebec project with ASFA's Co-Finance Coordinator Ashley. With a cover illustration created by Stefanie and text/graphics developed by Atima. The post reached over 1700 accounts with 2000 impressions - 40% of whom weren't previously following ASFA. The post was also able to be shared over 200 times, and I was happy to see other official Concordia and Montreal groups reposting the call to action.

The Communications Committee held two meetings in April, one on the 1st and the second on the 29th. During the April 1st meeting we reviewed the initial complete draft of the Zine and made edits, approvals, and final text delegation for specific pages. Atima, Stefanie and I also had a meeting to discuss the final deadlines for the Zine text and any last minute details. We established that the text would be ready for April 26th in order to include the Zine in the care packages to be distributed to MA executives and councillors during the MA retreat in May. Following this meeting, on the 29th, we reviewed the final copy of the Zine and approved it for distribution. We also discussed the text copy that was to accompany the promotional posts that Stefanie developed for ASFA's rebranding project. We published these three promotional posts on May 3rd, 5th, and 7th to announce the Zine and website development. Additionally, on March 26th I published a callout for the Emergency Covid Bursary on our social media accounts. As March left us without a Finance Coordinator, I also organized the final April and May finance committee meetings, as well as the COVID Bursary Ad Hoc, to finalize any end of mandate budgetary changes and to review applicants for the Bursary. Altogether I chaired two official finance committee meetings, as well as three COVID Bursary meetings in May to review applicants.

With the end of the mandate approaching, I also published job call-outs for the Frosh Coordinator and Illustrator positions on May 11th. I sat on the hiring committee for the Illustrator position and hosted two interviews (on May 27th and 28th) to review applicants - along with Atima, Stefanie, and Sabrina (ASFA's incoming Communications Coordinator). Additionally, with the Annual General Meeting approaching, we developed deliverables to promote the meeting on Instagram, Facebook, and our newsletter on May 17th. I also established prizes that students could have the opportunity to win if they registered for the AGM and attended the full meeting. Moreover, as the final couple weeks of May have seen an increase in violence perpetrated against Palestinians in the State of Israel, I developed a post with Atima and Stefanie titled, "ASFA Supports Palestine," which includes a list of resources that students can access if they wish to learn more about the history and contemporary situation in Palestine. The Communications Committee also had our final meeting on May 27th to discuss suggestions for next year's committee activities. We established that it would be interesting to see the ASFA Zine as an annual project which could evolve to include student art and academic submissions. Additionally, we confirmed that the bi-weekly meeting system was able to make us more productive during the Winter semester and that the Committee's description should be fleshed out in order to provide a clearer picture of how the Communications Committee can assist ASFA with its regular functions.

Now that I've reached the end of my mandate, Atima and I have decided to push the reveal of the ASFA website to the second week of June in order to give the incoming Communications Coordinator time to become better situated, and to continue editing any last minute details before it becomes public.

Miscellaneous Mandated Tasks

- *Maintained the Executive position on Loyola Committee throughout the Fall and Winter Semesters.*
- *Regularly sent out bi-weekly ASFA newsletters.*
- *Regularly responded to student, MA, and Concordia club/group inquiries on ASFA's official social media platforms.*
- *Presented the Communications & Outreach workshop at the 2021 ASFA MA Retreat*

Project Status

<i>Completed Mandated Projects</i>	<i>Completed Individual Projects</i>	<i>Ongoing Projects</i>
<ul style="list-style-type: none"> ● <i>Frosh 2020 Promotion</i> ● <i>Fall 2020 Elections Promotion</i> ● <i>Winter 2020 Elections Promotion</i> ● <i>AGM 2020 Promotion</i> ● <i>Relaunching Communications Committee</i> 	<ul style="list-style-type: none"> ● <i>ASFA 101 Zine (potential to be an annual project with Comms Committee)</i> ● <i>“Dear Concordia” Campaign Promotion</i> ● <i>GNL Action Campaign Promotion</i> ● <i>Hiring an Illustrator</i> ● <i>Hiring a Graphic Designer</i> ● <i>Communication Strategy survey</i> 	<ul style="list-style-type: none"> ● <i>Website Development</i> ● <i>Rebranding of ASFA's Online Presence</i> ● <i>Communications Committee</i> ● <i>Boosting ASFA's Online Engagement</i> ● <i>ASFA Logo development</i> ● <i>ASFA Newsletter</i> ● <i>Potential internal (MA + ASFA) Newsletter</i> ● <i>Spotlighting Concordia and Montreal Activists</i>

Suggestions/Closing Remarks

- *Potential for an Internal newsletter for MA execs organized by the communications coordinator*
- *Enhanced collaboration between Communications Committee with other Standing Committees (i.e. Mobilization Committee or Student Life Committee)*
- *Further development of the ASFA Newsletter and Logo*
- *Centralized system for compiling MA events and announcements for ASFA Newsletters*

Overall, my objective this year was to leave ASFA's communications strategy better than I found it. As the position has not been filled for a full 12-month mandate in over eight years – I found this task really required the creation of a solid foundation and image for ASFA moving forward. I'm really proud of the work the newly developed Communications Team has been able to implement over the course of this past Academic Year, and I am excited for ASFA to maintain a professional and resourceful image to our membership as well as external organizations. Moving forward, I hope the incoming executives are able to recognize their own capacity and try to prevent burn out through working collaboratively and recognizing what is truly essential for our Arts & Science membership. I've really enjoyed my time working with ASFA and am excited to see how it develops in the future.

Cheers,

*Carmen Milne
Communications Coordinator*

(Nothing further.)

iii. Academic Coordinator

End-of-Year and May Report

Presented by: Academic Coordinator- Sadegh Sheikhezhad

Hello everyone, the biggest time of the year has finally come. It is absolutely my pleasure to welcome you to the last meeting of the 2020-21 mandate of the Arts and Science Federation of Associations. This document will serve as my end-of-year report as well as my May report and generally what I was able to accomplish throughout my mandate.

Having student representatives in ASFC and its sub-committees:

Arts and Science Faculty Council(ASFC) is probably by far one of the most important part of the Academic Committee. It is where all the issues related to academia are discussed and all the decisions are made. Moreover, it is Composed of 4 sub-committees, and ASFC along with its sub-Committees are the main pillars of the Academic Committee.

Therefore, once I got elected on the November By-election, I reached out to all the VP academics from almost all the MAs and asked them to sit on the highest governing body of Arts and Science in relation to Academia which is ASFC.

As a result, after reviewing all the CVs and letters of intent, 4 new members were assigned to sit on this council as well as its sub-committees which are

student request committee, steering committee, curriculum committee and honors committee.

I am happy to say that it was the first time after a while that we had student representatives in the Arts and Science Faculty Council as well as its subcommittees and all the representatives were attending all the meetings religiously and were fighting for students' rights.

Creating student bursaries for the marginalized students

Giving back to the community and students was one of Academic Committee's top priorities this year. As we all know, students with high academic performance have been receiving scholarships, bursaries and grants both from the government as well as the university for a long time.

However, there is a group of students who has been underserved and disregarded despite the fact that they are the ones who suffer the most and need the most attention. Therefore, the Academic Committee allocated \$8000 from its budget to support these marginalized students.

These bursaries were created by the Academic Committee and were completely different from the COVID support fund that was given by ASFA. Furthermore, these bursaries were not disbursed based on the academic performance, and they were only given to those students who were going through an extreme financial hardship.

Networking with the biggest Finance and Accounting firms

It is a common stereotype that the Arts and Science students are not capable of breaking into the big accounting and finance firms, and therefore I really wanted to break this stereotype. In the meeting that I had with the president of ESS and MASSA as well as the Executive Coordinator, we discussed how ALL the Arts and Science students could benefit from this event.

As a result, I reached out to these firms and tried to host a few webinars and networking events back in March where these firms could come and talk about their application process as well as all the necessary information that everyone should know when applying for jobs.

Interestingly enough, I received a few replies and I am honored to say that the firms are interested in collaborating with ASFA from next year which is great news.

Creating Undergrad Proskills

It is a common belief that today's graduate students need to have both technical and soft skills in order to be successful in the job market. According to the School Of Graduate studies, GradProSkills offers approximately 350

workshops and events each year to help Concordia graduate students develop competencies in eight skills domains.

“Proskills” has been offered to the graduate students only so far, however, after the survey that was conducted by the Academic Committee, we realized that undergraduates students are also interested in attending these workshops in order to be more competent when applying for jobs.

As a result, the Academic Committee with the help of Associate Dean of Student Academic Services, have made ‘ProSkills’ accessible to the undergraduate students as well, and students can now have access to a variety of workshops from career building and language training to teaching, coding, leadership and many more.

Academic Awards

As per the standing regulations, it is Academic Committee’s responsibility to bestow academic awards every year. This past year has been extremely challenging and difficult for many of the students. Even though many students have lost their jobs or experienced the death of loved ones, they kept pushing the limits and succeeded academically or contributed to the Concordia community.

As a result, the Academic Committee on behalf of the entire team decided to express its sincere admiration for the outstanding efforts made by all the Arts and Science students to improve our community.

The call out for the Academic Awards was made in April and all the applicants were given two weeks in order to submit their applications. We received plenty of applications, and after carefully reviewing all of them, nine applicants were chosen to receive the awards.

Conclusion

It was truly my pleasure to be the Academic Coordinator of ASFA this academic year. I would like to welcome the new executive team and I can’t wait to see what they’ll bring to the table next year. ASFA is a great organization and having a responsible and united executive team can be a game changer in order to make this great organization even better and I am certain that the new executive team is capable of doing many great things for students.

Finally, should you have any questions or concerns regarding this report, please feel free to contact me via email at academic@asfa.ca.

I. Matei: The Student Success Centre organizes a lot of events similar to Grad ProSkills, so it might be interesting for you to collaborate with them.

S. Shiekhnazhad: It would be great for them to collaborate. Grad ProSkills offers around 350 workshops, so a larger diversity than what is offered by the Student Success Centre, but it's true that they are doing something similar.

iv. Internal Coordinator

(The outgoing Internal Coordinator, Anna Kaudeer, is not present due to being on medical leave. The incoming Internal Coordinator, Sarah Bubenheimer, is present to answer questions and make general remarks.)

Internal Coordinator - End of Year Report 2020-2021

Presented by: Internal Coordinator - Anna Kaudeer

Hello everyone, and welcome to the last meeting for the 2020-2021 mandate. I was elected as the Internal Coordinator in the ASFA by-elections in 2020, and it was a pleasure being this year's Internal Coordinator. The following report outlines what I completed during my entire term.

New ASFA Employees

Following one of my responsibilities as the Internal Coordinator this year, I convened the Hiring Committee in December, which hired three new ASFA employees. The three positions included a new Office Clerk, an Illustrator and Archivist. Creating and employing these three positions at ASFA proved highly beneficial for ASFA as they provided extra support and help for executives' projects. For instance, for one of ASFA's big projects, the Illustrator worked closely with the Graphic Designer, Communications Coordinator and others to create the Zine. While working with the Archivist, they were able to create ASFA's Positions Book and Policy Index.

Additionally, working closely with the Archivist allowed me, as the Internal Coordinator, other ASFA executives, staff, and the Council's Chair, to improve their record management by adequately learning better record methods, for instance, learning the proper way to index and categorize documents. As such, ASFA's records and the overall administration side have improved.

ASFA's Furniture/Office Renovation Project

Despite Covid, I oversaw and continued to work on ASFA's initiative to renovate its office and the Member Associations' offices and purchase new office supplies. For context, in May 2020, ASFA received funding from the CSU to purchase brand new office furniture for both its offices and its Member Associations. Under mandate throughout, February-April of 2021, this included looking through ASFA's furniture inventory to decide what to prioritize and purchase first. The main focus was on desks as they are easy to organize and purchase, particularly under our lockdown circumstances. As a result, in March, there was significant progress through a successful bargain purchase of desks and some chairs, which cost only \$1,750. As of April 2021, other ASFA executives and I organized the furniture move to the

ASFA offices. The new furniture is now at both the ASFA office at Sir George Williams and the Loyola campus.

Connecting with ASFA and Member Associations

One of my Initiative as this term's Internal Coordinator was to find ways to help Member Associations improve their functionality, increase their presence and encourage more student participation on campus. Therefore, in March, an informal Consultation Session was organized between Member Associations and ASFA executives, including myself and the Executive Coordinator. These sessions lasted for approximately 30 minutes, where the objective was to check in with executives, find out the needs of each Member Associations, receive feedback, and discuss how ASFA could provide better-targeted support in the future. This open dialogue provided some critical insights into what can be done in the future.

The main points were that first, consultations between Member Associations and ASFA should be frequent. Second, Member Associations expressed a desire to know more about ASFA's financial resources and connect more with the ASFA Finance Coordinator. Lastly, there was an interest in creating a conference fund where the object would be to give students more opportunities to participate in various events such as debate competitions, attend conferences relating to their programs and many more. Therefore, I would like to pass this information to you and the next executive team and note that building and maintaining this relationship is beneficial. It contributes to a more robust student union by creating events and initiatives that students want, whereby student participation would increase.

Internal Committee: Meetings & Workshop

As mandated, I held and chaired the internal committee meetings every month. The Internal Committee meetings were reported to ASFA's Council at each month's regular council meeting. Under my mandate, the internal Committee did two critical things.

First, throughout February and March, the Committee planned and organized a workshop for Member Associations called "Chairing and Minutes 101," The goal was to provide executives with an opportunity to learn about or work on their meeting and minute-keeping skills and etiquette. The workshop covered chairing techniques, taking minutes, staying on topic, and many more. Overall, the workshop was successful as many Member Association executives participated.

Second, with the Finance Committee's approval, the internal Committee allocated approximately \$2,700 to ASFA's Covid Bursaries, which is one of ASFA's significant initiatives.

Finally, in May, during the Committee's last meeting, its members recommended that it would be great if next year's Committee would organize

more events for Member Associations as well as to hold more informal meetings between ASFA and Member Associations to check-in and find out where to provide better support.

MA Retreat for 2021-2022

Finally, this year's annual ASFA Member Association Retreat for incoming Executives happened once again on Zoom. I, the other ASFA executives and staff began planning the Retreat from March to mid-May. The Retreat took place from May 21st to May 23rd. While the Retreat focused on providing specific workshops for certain positions, there were four mandatory workshops that all executives had to take such as 1) ASFA 101: An Introduction to Your Union, 2) Let's Get Fiscal: How to Pay for Stuff, Get funding, & Budget for Your Year, 3) Anti-Oppression 101: Key Concepts of Consent and Power Dynamics and 4) Anti-Oppression 102: Practical Applications in ASFA and Student Associations. Moreover, this year I scheduled a trivia social event during the Retreat to allow executives to have fun and connect with each other.

Conclusion

While I am moving forward from ASFA and despite carrying out my entire mandate online, I am grateful to have had the opportunity to gain a lot of knowledge from this role, and I am proud of my accomplishments. Therefore, as I said, it has been a pleasure to be this year's Internal Coordinator. I want to thank everyone I have encountered at ASFA along my journey as an Internal Coordinator. While this role was quite challenging at times, it was an experience like no other.

Sincerely,

*Anna Kaudeer
Internal Coordinator
Arts and Science Federation of Associations (ASFA)*

S. Bubenheimer (incoming Internal Coordinator): Since beginning my work at ASFA, I have mostly attended and worked on the MA trainings in terms of establishing logistics. I've also taken on the role of communicating with vendors with regard to MA merch purchases. I've also been on the COVID bursary committee to sort through applicants, and worked on the furniture project that Anna had started before going on medical leave. I hope to continue this project in my next mandate. In my upcoming mandate, I hope to continue Anna's great work in being a strong link between ASFA and the MAs, train new executives, and work on ASFA's internal affairs.

L. Rhazi: Mental health was a huge part of your platform. Do you have a plan for how you will go about doing this?

S. Bubenheimer: The Communications, Mobilization and Student Life Coordinators would be more directly responsible for that. However, as part of

my position, I will be working on making sure that staff and MA executives have a good work-life balance.

P. Mitchell: Through the Mobilization, we did strike an ad-hoc on mental health this year, which held several mental health and wellness workshops. This committee is now going to be turned into a Standing Committee that will be under the Student Life Coordinator's portfolio.

(Nothing further.)

v. Executive Coordinator

Chair: The Executive Coordinator's report is available, but they are not present today as they resigned in March.

Executive Coordinator - Full Mandate Report

Presented by: N/A, *written by Hamza Muhammad*

The mandate report of the Executive Coordinator is divided into five distinct sections; (1) The objectives I had articulated at the beginning of my mandate (2) Chairing of the Policy Committee and its accomplishments; (3) Participation in ASFC Council; (4) a new approach of Open Communication implemented towards ASFA stakeholders; (5) Other responsibilities I performed as the Exec Coordinator.

Before the start of our mandate in 2020, we entered into a new reality and the world we were familiar with changed before us. The Covid-19 pandemic presented new challenges and risks. It required us to quickly adapt to the new ways. Hence it is essential to recognize that the objectives I had envisioned for ASFA changed significantly from what I had campaigned to become the Executive Coordinator of ASFA.

Under the current circumstances, the new objectives were designed to accommodate the needs of ASFA students and strengthen ASFA as an institution. Unfortunately, I could not finish my whole mandate as intended, and had to resign by the end of March because of the treatment that I was subjected to by some ASFA executives.

Objectives articulated at the beginning of my mandate

- 1. Creating a sense of Community in these difficult and uncertain times became my top priority. In normal circumstances, it takes quite some time for new students to navigate University and become familiar with the resources they have at their disposal. In an online world, it can take even longer, thus I ensured ASFA facilitates the process for new students as much as possible. At the beginning of the fall semester, I represented ASFA at V-Fairs and personally welcomed students. It was a multi-day event organized by the Dean of Students.*

Surprisingly, there was a lot of participation from students for the first ever V-Fair hosted by Concordia.

I expanded on various initiatives that ASFA was working on and students wanted to know more. Events of this nature permit ASFA to increase its exposure on campus, offer direct support to students, and create a sense of community.

Similarly, I equally represented ASFA at the MA Fair Event which enabled me to interact with various Member Association executives and students at large. A lot of students were interested in events that are being organized by our Member Associations which assert that even in these tough times, student leaders are trying their best to serve students.

- 2. Finding ways to offer more support to students- In the last few years, ASFA has been understaffed due to financial reasons. As a result, ASFA could not reach its full potential in offering administrative support to students. Similarly, there was an acute overload of the administrative tasks that executives had to perform.*

With the combined efforts of the Internal Coordinator, the General Manager and the Executive Coordinator, we hired three impressive employees after conducting numerous interviews. New ASFA employees include an additional Office Clerk, Illustrator and an archivist. Prior to this, ASFA also hired a new Graphic Designer.

With the help of the new staff, students get assistance from ASFA in a timely manner. More importantly, the collaboration among the executives and the employees have permitted ASFA to work on more initiatives and raise student concerns on all platforms.

- 3. Building a Strong Relationship with Member Associations- After closely reading the minutes and reports of the previous Executive Coordinators, I realized that there is no mechanism in place that permits Presidents/General Coordinator of Member Associations to reach out to me directly for any problem. Hence I started reaching out to Presidents of the MA to understand their concerns better. This is primarily because if a Member Association needs are met, it will effectively deliver better events, and initiatives to students.*

On average, I conducted two meetings each month with different President's/General Coordinator of the Member Associations to provide assistance and help on projects and initiatives they are working on. This included extensive discussions on events planning such as how to reach out to the Director of a prominent program for upcoming events or any new programs that could be implemented.

Chairing of the Policy Committee and its accomplishments

As the Executive Coordinator, I chaired the Policy Standing Committee. The primary objective of the Policy Committee is to review, assess ASFA's by-laws and Standing Regulations.

I regularly chaired the Policy Committee until the month of March. The Policy Committee tackled some important issues this year, it deliberated and recommended policies having all its stakeholders interest and student's needs in mind.

- *The Policy Committee examined definitions and role of an Associate and Regular Member of ASFA to better understand how they are represented at University*
- *The Policy Committee discussed new methods to have consistent representation at the ASFC (Arts and Science Faculty Council Meetings). After closely analyzing that seats at ASFC have not been filled for the last three years because councilors cannot devote enough time for ASFC. The PC recommended to the council that seats may be filled by a VP Academics of a Member Association. The Academic Committee may review the candidates and appoint candidates to ensure there is permanent representation.*
- *Acting upon the recommendations of the previous executives, the policy committee also introduced a policy on "Better Communication and Targeted Help". It specified that every Member Association is required to have at least one Executive meeting each month. Additionally, MAs are required to submit minutes of meetings to ASFA on a Google Doc. This procedure permits ASFA executives to offer targeted help and understand the unique needs of a given Member Association. Similarly, this initiative also creates an institutional memory of the Member Association which will significantly help future executives.*
- *The Policy Committee further presented amendments to Campaigning Regulations to ensure candidates have an opportunity to freely campaign online*
- *To ensure that Member Association executives and ASFA executives are held equally accountable, the policy committee proposed to amend the severe sanctions of being disqualified, if a Member Association Executive candidate violates an election regulation. After this amendment, it is at the discretion of the Chief Electoral Officer (CEO) to choose the severity of the sanction in light of the campaign violations committed by a given candidate. This approach permits the CEO to have more flexibility in the sanctions process and maintain the checks and balances.*

Participation in ASFC Council

In September 2020, I assumed the responsibilities of the Academic Coordinator after the decision of the Judicial Committee. I continued the responsibilities of AC until the new Academic Coordinator was elected in November. The Arts and Science Faculty Council is responsible for setting academic priorities within the Faculty of Arts and Sciences. It is also the body within the Faculty of Arts and Sciences that is responsible for making recommendations on academic matters to the senate.

Until the new Academic Coordinator was elected, I regularly attended ASFC Council meetings among other members. For each meeting, there was an exhaustive agenda, but following issues directly affected ASFA and its students:

- The lack of TA's in certain faculties of Arts and Sciences*
- Students burnout and excessive emotional toll the pandemic has created*
- The privacy concerns related to Proctored exams*
- Current point system under which professors are paid for conducting Academic Advising activities*
- The increase in enrollment numbers for the fall and winter semester*
- The plan to slowly move towards in-person classes for fall 2021*

I was equally performing responsibilities as an advocate on the Student Request Committee of Arts and Sciences for the first semester. This committee primarily focuses on student applications/requests on any matter. Whether the deadline date to DICS the class has passed and a student would like to DISC in exceptional circumstances, or a student would like to have a refund of their tuition fees. All requests are decided by this committee. This committee meets every two weeks and on average there are 40 cases to be decided. I had to diligently study the case of a given student, correspond it with the supporting documents and discuss it in the committee.

Additionally, I also sat on the ASFC Steering Committee until the new Academic Coordinator was elected. Among other important topics, the steering committee received a presentation on a project that would guide new Students to finish their degree in four years by creating a visual Graphic design plan. The Graphic design would point out what classes students should take in the first, second, and third year.

The presentation was advanced by the Academic Advising Unit. Currently, approximately 42 percent of Undergrad students take between six to seven years to finish their degree. Additionally, this project would also decrease the dropout rate among students. However, I highlighted in the meeting that various students believe that University deliberately hinders their ability to finish their degrees in a timely manner. This is primarily because, in various departments of Arts and Sciences, there are not enough 400 level classes offered. When classes are offered, there is a seat limit of 10 students. I had received these kinds of concerns from students who could not enroll into

winter semester classes. Students had no other choice than to add 6 months to one year to their undergrad.

More importantly, I equally outlined in the meeting that students almost have to wait a month to have a meeting with an academic advisor which further undermines their ability to have proper assistance. The ASFC Steering Committee promised to effectively respond to my concerns. I later had a chance to sit on the Academic Advisory Committee that is working on a program to provide Academic Advising online more effectively. The program will initiate in the winter semester of 2022.

A new approach of Open Communication implemented towards ASFA stakeholders

In order to truly ignite the potential of an organization, the necessity of Open Communication among its stakeholders is essential. As a result, I tried to regularly engage as many stakeholders as possible. The Dean of Arts and Sciences at Concordia is an important stakeholder. Hence I held numerous meetings with the Dean to advance ASFA's interest consistently.

A few meetings were one-on-one and in other meetings the whole executive team was present. Among other topics we discussed:

- Departments are forcing Member Associations (LSA and CCSA) to evict the student spaces which directly hinders their ability to represent students. With a constant reminder of this issue to the Dean, in less than two months, I received an update from the Associate Dean of Planning and Academic Facilities regarding the re-location of student space for CCSA and LSA. The Faculty has allocated a temporary space to them at H508-3.

Two offices in the LB building that will serve as a permanent solution to this problem are currently being renovated. The Associate Dean also recognized that there is an imminent need to accommodate CUBCAPS for its student space, the facilities Management is working on it, and will provide details soon. I have provided the letter of confirmation to respective MA's to keep them as a proof.

- In response to the lack of TA's in certain faculties of Arts and Sciences; the dean highlighted that Concordia has hired more TA's in comparison to the last year, but unfortunately could not provide a specific percentage increase in numbers. Although, by the end of the semester, some information regarding this will be provided by ASFC.

I encourage all future executives to incorporate an Open Communication Approach towards all ASFA stakeholders and advance ASFA's interest diligently and persistently.

Moving further, the Internal Coordinator and I observed that currently there are no initiatives that encourage consultation sessions among Member Association Executives and ASFA Executives.

Hence we decided to arrange a Consultation Session open to all MA executives. The objective of this session was to better understand the needs of Member Associations and discuss how ASFA can provide targeted support to accomplish their goals. This initiative took place in March. Each consultation session lasted approximately 30 minutes and we had the opportunity to adapt our solutions to Member Association needs.

In this consultation session, many MA's suggested that they would prefer a Conference Fund which helps students to explore further avenues. A conference fund is traditionally available at top universities. Taking suggestions of the MA's into consideration, I presented an idea for the Conference Fund to the Policy Committee for the next year.

- This conference fund would permit students from the Member Associations to send delegations all across for various events such as Debate Competitions, Model UN, Business Conferences, and other events.*
- The benefit of this fund would be that it would be coming from ASFA's budget and Member Associations will have more autonomy in deciding their budgets.*
- \$20,000 may be allocated to this fund, each MA would have at least access to \$700, considering there are 28 active member associations.*

I would highly recommend the next Finance Coordinator to incorporate this fund when drafting the next year's budget considering it has a strong support among MA's.

Other responsibilities I performed and support I offered as the Exec Coordinator

Frosh

Frosh is one of the most important events that ASFA hosts in a year. Thus I primarily focused on:

- Drafting the Contract of the Frosh Coordinator (FC)*
- Articulating what would be the prime objective of this position, the responsibilities of the FC, and ways in which teamwork between the Student Life Coordinator and FC be further facilitated*
- Attended ASFA Frosh events to provide assistance as a Chat Monitor to ensure students are comfortable and feeling safe*
- Hosted numerous meetings with the Student Life Coordinator to go over ASFA's Public Health Emergency Policy*
- Discussed in greater length that in-person events are NOT permissible*

- *The SLC was strictly advised to host only online events to ensure that health and well-being of students is not being compromised*

Public Health Emergency Policy

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. All executives had a chance to bring their recommendations and deliberate on them before it was submitted for Council's approval. The revision permitted the Mobilization Committee to participate in Mobilization initiatives across Montreal.

The Mobilization Committee now requires the approval of the Council in advance if it is participating in any in-person demonstration. ASFA is mandated to provide masks and sensitizers to its members who are participating in a demonstration. It is primarily the responsibility of the Mobilization Coordinator to ensure this.

Hiring Committee

- *I sat on the Hiring Committee to interview different candidates for the Frosh Coordinator position. With the help of the Internal Coordinator, Student life Coordinator and General Manager, we hired the Frosh Coordinator in June*
- *After the by-elections in November, we worked extensively for more than two weeks which included countless sprint meetings with the Internal Coordinator and the General Manager to hire an Office Clerk, Illustrator, and an Archivist*

Revision of MA-bylaws

- *I conducted various meetings with the Member Association Execs to revise their by-laws in light of their needs. In assessing new amendments for the-by laws, I primarily ensured that the amendments are not in conflict with ASFA's by-laws.*
- *I also ensured that the amendments respect the principles of basic representation in student democracy.*

Participation as Ex-officio in the Standing Committees of ASFA

Finance Standing Committee

Since the beginning of my mandate. 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, I was additionally tasked to follow up with a few MA's that did not submit their budgets.

I also conducted two Fincom Committee meetings in July and invited Member Association representatives to motivate for their budgets. I worked with a few

Member Associations that could not submit their budget and provided them copies of last year budgets and templates so the budgets could be submitted without any further delay.

I, equally, attended the Finance Committee meeting in which we approved numerous Special Project Funding Requests, and deliberated on a criterion to allocate Covid-19 bursaries. The objective of this bursary is to help students that are suffering disproportionately in this pandemic.

Internal Standing Committee

I sit on the Internal Committee as an Ex-officio, and participated in this committee. Due to other demands of ASFA, I, unfortunately, could not chair two Internal Committee meetings when I was acting as the Interim Internal Coordinator. I was devoting a significant amount of time to help the election process and working on the training that would be provided to future executives.

Nonetheless, I should have asked one of the other executives to chair this committee. After the election of the new Internal Coordinator, I regularly attended the Internal Committee meetings and participated in planning of the event.

Academic Standing Committee

In September, the Judicial Committee decided that the former Academic Coordinator cannot continue as the executive. Thus after discussions within the exec team, I became the interim Academic Coordinator from September until the by-elections.

During this time, I regularly chaired the Academic Committee meetings as the interim Academic executive. Among other things, we discussed methods to ensure consistent representation for ASFC committees, and agreed with the Policy Committee Recommendations. We also ensured there is a correspondence between Mentors and Mentees, an initiative that was organized and implemented by the Former Academic Coordinator.

We equally discussed ways in which ASFA can provide technical courses to students. In October, we discussed the fundamentals of the GradPro skills and decided that we may implement the same model which provides free technical courses to Graduate Students.

After the by-elections, the new Academic Coordinator started charging the meetings, and I attended Academic Committee meetings as an Ex-officio.

By-elections

I participated in the process of Hiring of the Chief Electoral Officer (CEO).

I conducted Initial meetings with the CEO and the General Manager to go over the responsibilities and duties of the CEO.

I chaired the hiring committee in which we hired the Elections Coordinator with the aid of the CEO and General Manager.

I provided a Student List in advance to the CEO to add only Regular Members of ASFA to the elections list.

I was actively in contact with the CEO to provide clarifications on the Election Campaign and Polling Regulations.

Training of New ASFA executives who got elected in by-elections

After the by-elections in November, I organized the compact training sessions for new ASFA executives who got elected. My primary goal was to ensure that each executive has enough training to handle their respective portfolios.

In order to achieve this, I provided ASFA 101 Workshop to new executives. Additionally, each executive was given a brief session on ASFA's by-laws and Standing Regulations as well to guarantee their success in the position.

I equally debriefed the new Internal and the Academic Coordinator on projects that are in the process to ensure there is consistency. I also sought the expertise of a former General Coordinator to provide additional training to the Internal Coordinator.

There are countless other tasks I performed as the Executive Coordinator of ASFA, and if I start enumerating, this report would never end. In essence, on average, I happily devoted more than 40 hours a week at this position. There were times where executives had stark policy differences and it reflected in our team, but this does not mean that we were seeking student interests. I always performed each task at ASFA with the utmost integrity and fairness because getting a chance to serve 20,000 students is a unique opportunity.

On a personal note, I am determined to make Concordia a better community so that we can rely on each other. For the incoming ASFA executive team, I wish you nothing but the best in your mandates. Stay Strong, Persevere and NEVER BE AFRAID to speak your mind.

Lastly, I would like to thank you all for providing me with an opportunity to update you one last time. If anything I have mentioned in my report interests you, or you have any questions, concerns or queries, please do not hesitate to contact me. You can contact me at phpp.hamza@gmail.com.

Sincerely,

Hamza Muhammad

Executive Coordinator (2020-2021)

(Nothing further.)

vi. Finance Coordinator

Chair: The Finance Coordinator is also on medical leave. The General Manager will be discussing some of the financials presented later on in the meeting.

c. Annual Committee Reports (All)

Chair: Do any committee chairs wish to present or make remarks at this time?

Labor Standards Ad-Hoc Committee Report

Presented by: O. Lezcano (LSA)

During the 2020-2021 mandate year, the Ad-Hoc Labor Standards Committee was formed at Council at the October RCM. The purpose of the committee was to investigate labor standards at ASFA as a neutral 3rd party without the Executive team. Our mandate included: reviewing the pay scale and the payment of all paid positions at ASFA (employees, coordinators, clerks, managers and executives), including the frequency at which they should be revised and payment method; as well as ensuring the burnout problem of overworked paid students is addressed. We were also tasked with providing solutions, to find resources and to propose amendments to existing policies at ASFA.

Throughout our mandate, we have investigated the above issues by meeting with staff, including the Council Chairperson, Minute Keeper, and General Manager, as well as through a [survey sent out to past ASFA executives](#). We also worked in collaboration with the Mobilization Coordinator to develop the position of the incoming HR Manager. In addition, we met with the Financial Coordinator to examine areas where we could decrease spending with the goal of increasing wages for all paid positions.

At the SCM on May 26th, we passed concrete solutions to several recurring issues at ASFA through amendments of the Standing Regulations. However, we were not able to solve many structural issues at ASFA. We hope that the following recommendations are strongly considered in the next mandate year by the new HR & Labor Standards Committee, as well as the incoming Finance Coordinator:

- Investigating the process of hiring for the Election Coordinator, CEO and DEOs as well as their hours and pay and supervision*
- Reviewing the General Manager's contract*

- Preventing further mishandling of staff contracts, including unprofessional conduct by ASFA Executives
- Issuing of a cap of maximum \$100,000 on Frosh (in the 2018-2019 mandate year, the total Actuals was \$136,402.47)
- Lowering the allocated spending to Committee budgets
- Hiring a Policy Coordinator or similar to ensure continuity in policy at ASFA, including pay and labour standards
- Development of an HR policy, including procedure for medical leave & severance pay
- Re-considering the required duties of ASFA Executives
 - special attention to the Executive Coordinator position, which we strongly recommend be abolished in coming years to adhere to ASFA's mandate of consensus decisioning making & address recurring issues of abuse of power dynamics
- Clarification of the role of committees in ASFA's decision making process in the By-Laws as well as in practice
- Possible rollover of Member Associations' budgets
- Possible collaborations with the CSU Committee on Sponsorships

We also investigated the possibility for Member Associations to run Fee-Levy Campaigns to increase their funding in order to allow ASFA more space to fairly compensate our paid positions; however after careful consideration, we no longer feel that this is a feasible solution nor a preferable solution.

Lastly, we apologize to Council that this Report was not submitted earlier. We hope that the new HR & Labor Standards Standing Committee will be able to fill the gaps that we were not able to address.

Sincerely,

Ad-Hoc Committee on Labor Standards

Zackary Derrick (FPSTMA)

Christiane Sakr (SASU)

Olivia Lezcano (LSA)

Faris Anwar (ESS)

d. Loyola Committee Report

Loyola Committee: End-of-mandate report

Presented by: Y. Chebib and I. Huang

Who we are: Loyola Committee 2020-21

We are an ASFA Standing Committee created in 2019 with th main purpose of hosting events and creating student life within the Loyola Campus community.

We are the main liaison between Loyola students and ASFA (as well as acting as a student group the Concordia Administration can reach out to.

We bring together Loyola programs and their student associations mainly through:

- *Orientations*
- *Academic events*
- *Social media*
- *Social events*

We are a team of representatives from each Loyola program student association.

Our team: Functioning

Everyone on the Loyola Committee is an MA executive from: AHSCSA, BSA, COMSGuild, CUBCAPS, CUPA, HKAPSA, JSA, SCSA and SDSA.

Our team was composed of one Chair, 6 deputies, and 2 representatives as well as one internal mentor:

- *Social*
- *Finance*
- *External*
- *Internal*
- *Communications*

Meetings took place every month starting once a month to 2-3 times.

All activities took place online, including our meetings and events.

Timeline

September 2020: Fall Orientation, Loyola Games

October 2020: Academic Week

November 2020: Bylaw changes and Winter planning

January 2021: Winter Orientation, Loyola Zone Virtual Arcade

February 2021: Navigating implicit biases at the university level

April 2021: Academic Day

Final Budget: 2020-21

\$14,165.12 (+/- \$50 as not all expenses are finalized)

Original budget allocated: \$14,190.00

Budget Overview

<i>Administrative</i>	<i>\$1,222.30</i>
<i>Fall Orientation</i>	<i>\$3,263.64</i>
<i>Winter Orientation</i>	<i>\$1,750.18</i>
<i>Navigating Implicit Biases keynote speaker</i>	<i>\$4,280.00</i>
<i>Fall Academic Week</i>	<i>\$2,900.00</i>
<i>Winter Academic Day</i>	<i>\$849.00</i>
<i>Total</i>	<i>\$14,165.12</i>

Online Fall Orientation: The Loyola Games

September 11th to 13th

- *In groups of 4-5, students connected virtually to complete challenges from a list provided by LC.*
- *Challenges had a number of points associated to them.*
- *Examples of challenges included: hug a tree, follow your MA's social media, do a TikTok dance with your teammates, etc.*
- *The team with the most points of the day (3 days total) was the winning team of the day.*
- *The 3 teams with the most points over the entire weekend received 1st, 2nd and 3rd place prizes.*
- *1 raffle prize per day (3 total).*
- *Some of the prizes offered: UberEats gift cards, prepaid gift cards, Goodfood boxes, virtual yoga class subscriptions, etc.*

Participation:

- *Sign up responses: 150*
- *Active participation for the entire duration of event: 21*
- *Reasons for not participating: heavy courseload (39.2%), misunderstood event (9.8%), inactive teammates (9.8%), loss of interest (9.8%), misunderstood event dates (5.9%), prizes were not interesting (5.9%), other commitments (5.9%), not committed to the event (5.9%), different time zones (3.9%), it was disorganized (3.9%).*

Testimonials:

"It was a welcoming, fun, educational experience. I got the chance to interact with people, do fun learning activities that would benefit me, and have a chance to win a prize (which is a nice plus)."

“One of our teammates stopped answering 2 days into the game and did not make any points. It was impossible for us to make team challenges even though we were super motivated to make as many points as possible.”

“I love the prizes and the leaders’ energy was really nice. There was a lot of potential to this event but maybe because it was free people did not take it seriously.”

“I personally don’t think that I connected that well with the other members of my team for our bond to turn into friendships. However, we had a great time working together as a team. We became quite competitive throughout the game and we tried our best to win prizes.”

Loyola Games - Final Budget:

Expenses	Cost
Raffle prizes	\$600.00
Prizes for winning Team of the Day	\$271.45
1st place prize (\$100 prepaid card, Batik Boutik bag)	\$757.70
2nd place prize (\$75 prepaid card, virtual yoga class subscription)	\$375.60
3rd place prize (\$50 prepaid card, Mid Day Squares)	\$428.96
Scorekeeper honorariums	\$500.00
Shipping	\$28.35
Facebook post boosting	\$67.77
Squarespace subscription	\$52.00
Volunteer meals	\$181.81
Total	\$3,263.64

Winter Orientation, in collaboration with the CSU

January 22nd and 23rd

- Series of online interactive games, hosted by the LC members over Zoom
- Friday (5 pm-8 pm) and Saturday (6 pm-8 pm)
- A great way to meet and connect with peers for anyone with a competitive spirit

- *Catered to the programs and students of Concordia's Loyola Campus, but any Arts and Science student is welcome to join.*

Games & Prizes:

- *Among Us*
- *Jackbox TV games*
- *Online escape room*
- *Cards Against Humanity*
- *Wikipedia click through*
- *Kahoot trivia*

- *Gift cards, items from BIPOC businesses, etc.*
- *Prizes will be awarded individually per game for those who rank within the top 3*
- *The CSU will contribute in purchasing the prizes*

Final Budget - Loyola Zone Virtual Arcade:

Expenses	Cost
<i>Tier 1 prizes (~\$10 each)</i>	<i>\$186.00</i>
<i>Tier 2 prizes (~\$25 each)</i>	<i>\$1,105.00</i>
<i>Tier 3 prizes (~\$50 each)</i>	<i>\$234.59</i>
<i>Tier 4 prizes (~\$100 each)</i>	<i>\$1,500.00</i>
<i>Shipping & fees</i>	<i>\$97.50</i>
<i>Jackbox games</i>	<i>\$37.38</i>
<i>Gift for escape room creator</i>	<i>\$100.00</i>
<i>Volunteer meals</i>	<i>\$239.88</i>
Total LC expenses	\$1,750.18

Prizes included:

- *Concordia Bookstore gift cards*
- *Doordash gift cards*
- *Virtual yoga and personal trainer sessions*
- *Touch Radiance cosmetics*
- *Indigenous World Winery wines*
- *Mid-Day Squares*
- *Etc.*

Expenditures were equally split between the LC and the CSU Loyola Coordinator, who also provided \$1,750.18 to fund the event.

Fall Academic Week

October 15th to 18th

Objectives:

- Help students succeed at Concordia for their midterms, finals and onward
- Provide a series of insightful academic workshops free of charge
- Record workshops and post them online for students to view and review later

Workshops:

Thursday	Friday	Saturday	Sunday
Graduate Students Panel 1: 4:00-6:00 pm	Graduate Students Panel 2: 4:00-6:00 pm	Dealing with stress while working online: 1:00-2:00 pm	FOCUS: 11:00-12:00 pm
Graduate offerings at Concordia: 7:00-7:30 pm		Writing 101 - How to Write a 10 page Essay: 3:00-4:00 pm	Introduction to Mental Health and Wellness: 1:30-2:30 pm

Fall Academic Week final budget:

Expenses - Honoraria	Cost
Workshop speaker honoraria (\$150.00 each)	\$450.00
Stronger Than Stigma honorarium	\$250.00
Graduate student honoraria (\$100 each)	\$2,200.00
Total LC expenses	\$2,900.00

Academic Week Going Forward:

Successes:

- Content of workshops
- Participation from the LC team in planning and execution
- Graduate students panels
- Registration process and reminder emails

Things to improve:

- Participation rates (~40 registrations per workshop, ~10 students attended per workshop)
- Last minute planning (finding speakers)
- Technical issues with Zoom or other

Winter Academic Day, in collaboration with the CSU

April 7th and 8th

Academic Day:

10:00-11:30 am - Job Hunting 101 with Kristel Kabigting, Career Advisor

1:00-2:00 pm - Finance Management for Students with with Gabriel Y. Leclerc, Financial Advisor at Edward Jones Investments

7:00-8:00 pm - Renting in Montreal with Natasha Louis, Real Estate Agent

Career Fair - An Exploration:

Loyola-based programs had the opportunity to engage with alumni and employers to get an insight into the job market, potential careers, and internships.

In collaboration with speakers related to each program based on Loyola.

Event outcomes:

- Very successful, positive feedback and responded to student needs
- Pertinent content and presentations from our speakers
- High attendance: ~50 people per workshop, up to 80 in Job Hunting 101
- The workshops were recorded and provided to participants upon request

Winter Academic Day Final Budget:

Expenses	Cost
Workshop speaker honorarium	\$300.00
Workshop speaker gifts (\$50 each)	\$100.00
Raffle prizes (\$50 each)	\$150.00
Event uniforms	\$299.00
Total	\$849.00

Navigating Implicit Biases at the University Level

The Loyola Committee, in collaboration with the Concordia Student Union (CSU) and the CSU BIPOC Committee:

Dr. Brian Chad Starks, CEO and Founder of BCS & Associates Consulting Firm (focused on achieving social justice and equity) lead a conversation on what biases exist in universities and what students, faculty and staff can do to change the culture.

Final Budget - Navigating Implicit Biases at the University Level:

Expenses	Cost
Keynote speaker honorarium	\$7,000.00
- LC contribution	\$4,245.00
- CSU Loyola Coordinator contribution	\$1,755.00
- CSU BIPOC Committee contribution	\$1,000
Wire transfer fees	\$35.00
Total LC expenses	\$4,280.00

Final remarks and conclusions

Pros:

- Strong teamwork in the committee
- Each MA was generally equally involved (compared to last year)
- Better social media presence
- Online events were still engaging
- Budget fully expended
- Good communication and relationship with ASFA

Cons:

- Last minute planning
- Chair at times unavailable to the committee
- CSU Loyola Coordinator at times not responsive, leading to communication issues
- Tasks were slow to be assigned, causing delays in execution (ie. members not wanting to take the tasks)

(Nothing further.)

e. Audited Financial Statements & Auditor’s Report & Interim Financials from February – Finance

(Presented by J. Hutton, General Manager, as the Finance Coordinator is currently on medical leave.)

J. Hutton: We are closing off the year with a large surplus - we underestimated our revenues quite a bit at the beginning of the year due to the uncertainty around enrollment due to the pandemic. Despite our best efforts, it was difficult to spend all the money we had - there's only so much money that can be spent on Zoom meetings. A lot of leftover funds were converted into bursaries. We have a very large surplus to work with this coming year - there are lots of possibilities for what we can do with this.

E. Thananayagam: What is the layout for the executive honoraria?

J. Hutton: Each executive gets \$5,000 as an honorarium, and can receive up to \$2,000 as a bonus dependent on their performance. We have 7 executives in total.

O. Lezcario: Note that these numbers were recently amended at the SCM a few days ago.

f. Contingency & Investment Fund updates – Finance

J.Hutton: The Standing Regulations were amended to create the Contingency and Investment Funds. Contingency Fund is for emergencies, and Investment Fund is for ASFA to build capital for future use through investments. Ashley and I have repeatedly contacted our bank managers to discuss how to use and set up these funds, and have been continuously frozen out (unable to set meetings). We've communicated this to the incoming

O. Lezcario: That's concerning to me that the bank manager has been refusing to meet with you. Should we perhaps think about switching to another bank?

J. Hutton: Our bank manager herself is quite lovely. When dealing with the investments, we get referred to another person, and that's where it has become difficult for us to set up a meeting. We may want to hire Fund Managers externally, there are a few options we have.

E. Thananayagam: So this Investment Fund is being set up with funds provided by students. What happens to that money if the market takes a turn for the worse?

J. Hutton: That is a good point; it's worth noting that only 2% of the budget is invested into this fund. However, the policy can always be changed if students don't like this. A large majority of the budget goes directly back to services, bursaries and events for students that have paid into ASFA for that year, but there are positives to having some investments on the side in the longer-term.

6. Substantive Business

a. Appointment of Financial Auditors 2020-2021 – Finance

A. Darey (JSA) motions to reappoint Fuller Landau as ASFA's auditors for the 2021-2022 academic year.

L. Michaud (SASU) seconds.

(The motion carries by majority vote.)

b. Ratification of MA Elections (where necessary)

(N/A; all MAs met quorum during the General Elections.)

c. Proposed Bylaw Changes – SCM

Mental Health Ad-Hoc - P. Mitchell

Be it resolved that the Mental Health Committee become a standing committee at ASFA;

Be it resolved that the following be added to ASFA's standing regulations:

The Mental Health Committee shall be composed of:

a. The Student Life Coordinator;

c. Two (2) or more Members-At-Large

The purpose of the Mental Health Committee is to provide workshops and resources to ASFA members in order to support mental health advocacy and awareness within the wider Concordia community. The Mental Health Committee will work in collaboration with the Student Life Coordinator to execute campaigns, workshops and other events related to mental health advocacy, awareness and support for ASFA members.

The Chairperson will be appointed by the Committee and it will be their responsibility to call at least one (1) meeting per month over their mandate, not including June, July and August. The committee will publish and present a report at the September RCM, the January RCM, and the May RCM, outlining how the work of the committee has been completed in the best interests of ASFA.

I. Matei: I joined as a MAL the Mob Committee with Payton; I had a lot of ideas for how to improve the mental health of students and we created this ad-hoc as a result. I recruited four MALs. In the Winter, we had four

workshops on mental health re: seasonal depression, pandemic... Social isolation. Students shared their experiences, concerns and difficulties during the past semesters. We also had a nutritionist come give a talk. Over the summer, we're hopefully going to be a standing committee and will work on planning more events over the next academic year.

Labor Committee honorarium changes - P. Mitchell & O. Lezcario

Be it resolved that "28. An executive who has resigned will forfeit their bonus unless otherwise determined by council." be replaced by the following:

"An executive who has resigned shall be evaluated based on work performed for ASFA and will receive a modified bonus determined by council;"

Be it further resolved that section 43 of the standing regulations be amended to the following:

43. Council may by a 2/3 majority vote to annul or modify honorariums to the Executive Body members, the Council Chairperson, Loyola Chair(s), or the Council Minute Keeper for:

- A. Violating of the Policy on Harassment Discriminaiton and Violence;*
- B. The misappropriation of funds;*
- C. Failure or refusal to perform essential duties as outlined in their mandate;*
- D. Violation of the ASFA By- Laws or Regulations;*
- E. Incomplete or partial completion on mandate;*
- F. Recurring performance of additional responsibilities deemed essential to the functions of ASFA, such as responding to emergencies and ensuring the completion of duties of vacant executive positions.*

Be it further resolved that the following be added to ASFA's standing regulation:

45. Honorariums for speakers, facilitators and Chairs for any ASFA or MA workshops, events, meetings and presentations will be a standard minimum of \$250 unless otherwise negotiated with the contractor.

Be it further resolved that the following be added to ASFA's Standing Regulations:

46. All honorarium positions will be reviewed by the HR Committee who will propose any changes before the May RCM. Honorariums will increase annually at the rate of inflation or 2.5%, whichever is higher.

O. Lezcario: I also wanted to create a guideline for how much facilitators should be paid.

R. Nagra: Out of curiosity, did you discuss if the executive pay would have been applied retroactively for this year?

Chair: Changes are made for the next mandate starting on June 1st, unless otherwise specified/resolved by Council.

Z. Derrick: The motion does not include a clause that says it is applicable retroactively.

Ratification of bylaw change - J. Victoria

ASFA Motion on the use of Lawyers

Considering that the Executive coordinator is the only point of contact between ASFA and its lawyers.

Considering, in the past the executive coordinator has used the lawyers for their own personal use

Considering, the lawyers are to be used only for the corporation of ASFA

Considering, there is no way to know when the lawyers are being used

Be it further resolved, that the authority to contact and mandate shall be limited to: any three councillors, the ASFA consul, ASFA Chair, ASFA General Manager, HR Manager, or any single executive along with one of the aforementioned parties, may contract/mandate ASFA's legal counsel, up to \$1000 billable hours, after which, further approval must be obtained from Council.

Be it further resolved, that any use of the ASFA lawyers is to be reported to the chairperson immediately, and will be explicitly disclosed at the next council meeting.

Be it further resolved that the General Manager be informed that the lawyers are being used for record keeping and once the decision has been finalized and passed at council the General Manager will be provided by the Chair, the pertinent information required for archiving.

Be it further resolved, that the use of the ASFA lawyers is only for corporate usage and not matters that relate personally and this be added explicitly in the by laws.

Be it further resolved, that the main point of contact for the lawyers to outreach ASFA, will be consul@asfa, chair@asfa, and the executive position the contact relates to.

J. Victoria: In the past, lawyers only contacted by Exec Coordinator. This is just making sure that our lawyers can only be used for corporate purposes.

d. Proposed Standing Regulation Changes – SCM

SR Labor Standards Motions 1 and 2 - O. Lezcario

Motion 1:

Considering the longstanding issues of burnout and leave at ASFA;

Considering that ASFA strives to offer “a living wage where possible”, as per section 24 of the Standing Regulations;

BIFRT each member of the Executive Body shall receive an honorarium of \$750 to paid by the 1st of each month;

BIRT each member of the executive may also receive an honorarium of \$1000 decided by a Simple Majority vote of Council at the May Regular Council Meeting;

BIRT the Consul shall receive an honorarium of \$300 to paid by the 1st of each month;

BIRT the Council chairperson shall receive an honorarium of \$300 per meeting held;

BIRT ASFA shall further compensate the ASFA Chairperson with an honorarium in the amount of \$30/hour for work that exceeds the regular duties of the ASFA chair in excess of 15 hours per month;

BIRT the Council chairperson may also receive a bonus of up to \$500.00, decided by a Simple Majority vote of Council at the May Regular Council Meeting;

BIRT the Council minute keeper shall receive an honorarium of \$135 per meeting, assuming 8 hours of work spent at council and in preparation of minutes;

BIRT the Council minute keeper shall receive an honorarium of 100\$ in the case of quorum not being met;

BIRT the Council minute keeper may also receive a bonus of up to \$250.00 decided by a Simple Majority vote of Council at the May Regular Council Meeting;

BIRT the standing regulations be updated to reflect the above changes

BIRT the Council chairperson shall receive an honorarium of \$300 per meeting held, and that regular and special council meetings shall not extend beyond 4.5 hours in length. In the event of any meeting surpassing this time limit, the chair’s honorarium shall be billed again at \$300 for the second session. In the event of any meeting surpassing 8 hours in total duration, the chair shall be paid \$100 for each subsequent hour.

BIRT the Council minutekeeper shall receive an honorarium of \$135 per meeting held, and that regular and special council meetings shall not extend beyond 4.5 hours in length. In the event of any meeting surpassing this time limit, this honorarium shall be billed again at \$150 for the second session. In

the event of any meeting surpassing 8 hours in total duration, the minutekeeper shall be paid \$30 for each subsequent hour.

Motion 2:

Considering the need to practice more equitable labour practices at ASFA;

BIRT the HR & Labour Standards Committee become a standing committee at ASFA;

BIRT that the following amendments be added to ASFA's Standing Regulations;

Part X- HR and Labour Standards Committee

The HR and Labour Standards Committee shall be composed of:

- HR Manager as Chair. If position is vacant, then a member of the committee may be appointed on an interim basis;*
- One representative from Policy Committee;*
- One representative from Finance Committee;*
- One representative from Internal Committee;*
- One to two Councillors;*

350. The purpose of the HR and Labour Standards shall be to examine ASFA's labor standards, including but not limited to in payment, history of resigning and burnout as well as contracts negotiation. It shall also make recommendations to ASFA's policies related to its mandate.

351.. Current ASFA Executives are not eligible to be a voting member. Persons planning on running for an ASFA Executive position must resign to avoid a conflict of interest.

352. It will be the responsibility of the Chair to call at least (1) one meeting per month, including summer months.

C. Milne: Election workers haven't been included in this.

O. Lezcario: This will be next on our radar. We have been a bit overwhelmed trying to cover everything.

Amendment to SR 346 - P. Mitchell

P. Mitchell: I am proposing to change the word "approval" to "ratification" following a recommendation by ASFA lawyers to resolve an inconsistency between the wording in the policy and the wording in the SR.

J. Victoria moves to adopt all bylaw and Standing Regulation changes presented in points 6C and 6D.

C. Milne seconds.

(The motion carries by majority vote.)

7. Announcements & Question Period

RAFFLE WINNERS

\$50 Gift Card: Leila Rhazi

\$50 Gift Card: Julia Horeczky

\$50 Gift Card: Kayla Moore

\$50 Gift Card: Eamonn

\$50 Gift Card: Simon Hogue

Alternate winner: Reva Sibrasubramaniam

iPad and apple pencil: Evelyne Boisvert

iPad and apple pencil: Isabelle Huang

8. Adjournment

Chair adjourns the meeting at **3:15 pm**.