

Faculty of Architecture Endowment Fund Committee Meeting

Tuesday, May 12, 2020 5:00 p.m.

Microsoft Teams meeting

Present: Heather Smith (chair), Bhavana Bonde (vice-chair), Cynthia Karpan, Terri Fuglem, Papa Saliou Fall, Chris Sproule, Bianca Dahlman, Mike Kubasiewicz, Robert Eastwood, Laura Asher (donor relations), Jonathan Beddoes (dean), Philippa Alexiuk (recording).

Absent: Michael Daniels

ENDOWMENT FUND CAMPAIGN 11.0: Winter Call

11.0 Introductions – The meeting began at 9:30 a.m. with eight (8) voting members present. The chair, Heather Smith, welcomed all to the video conference meeting and introductions were invited from each member.

11.1 Approval of Agenda – The meeting agenda was approved.

11.2 Review of Allocation Process – Circulated to committee with applications.

11.3 Review of Methodology for Decision Making – The chair reviewed the proposal assessment method. Most committee members previously submitted rankings and comments for each project by email. The chair will review the list project by project for any further comments or questions. Possible funding allocations for each project will then be discussed. It was noted that perhaps the fall in-person events should be rescheduled with the proviso to resubmit the application. There were no questions.

Funding became available on April 1, 2020. There is a total of \$112,000 available for disbursement from the 2020/2021 Endowment Fund. With the allocation of \$8,800 made in the first term call, that leaves a total of **\$103,200** for disbursement today. There were seventeen applications for a total of \$134,529 in funding requests made in the current submissions.

11.4 Submission Review and Adjudication – Deliberations were held in Camera.

11.5 Other Business

.1 Changes to the Endowment Fund Terms of Reference – Proposed change in wording on page 2 to hold two calls for proposals, with one adjudication meeting per year, in March; remove “Warehouse” from description; and minor edit to page 4, 9.6. All of the foregoing changes to the terms of reference were approved. Revised terms of reference will go out to the committee to review prior to publication.

.2 Endowment Fund Membership Changes

.1 Submission of names for incoming Alumni/Vice-Stick member – Bhavana Bonde is the incoming Vice-Stick.

.2 Submission of names for Friend of the Faculty member(s) – No names have been submitted at this time.

.3 All committee positions up for expiry will be filled by the respective constituencies and rep names forwarded for the 2020/2021 academic session. Philippa will coordinate.

.3 Application Form Changes

.1 The chair will review and streamline the application form. It was suggested that a header/footer be placed on each application form for ease of following a single application during review. A budgeting tool will be added.

11.6 Adjournment- The meeting adjourned at 11:40 a.m.