

Record of Meeting 5.0  
Faculty of Architecture Endowment Fund Committee  
5:00 p.m., Tuesday, March 21, 2016  
Faculty Lounge, 201 Russell Building

Present: John Petersmeyer (chair), Jonathan Beddoes (interim dean), Lisa Landrum (faculty rep), Lynn Chalmers (faculty rep), Manfred Schulz (alumni/vice chair), Stephen Borys (friend of the Faculty), Amanda Austin (undergraduate student rep), Habib Omboke (undergraduate student rep), Mackenzie Swope (incoming undergraduate student rep), Evan Allan (graduate student rep), Monica Giesbrecht (professions rep), Cecelia Turner (professions rep), Krista Goodman, (graduate student rep), Philippa Alexiuk (recording).  
Regrets: L. Asher (Donor Relations).

## NOTES

### 5.1 Introductions

The Chair called the meeting to order and introductions were made around the table. There were nine of the ten voting members present. The Chair noted that after subtracting the Fall award allocation of \$3,000, the total amount available to allocate today is \$79,882. The tenth voting member of the committee arrived at 7:15 p.m.

### 5.2 Approval of Agenda

The Agenda was approved as distributed.

### 5.3 Approval of Minutes

Item 4.0 The Chair noted that Item 4.6 was not circulated for draft discussion due to lack of time, however a new draft would be circulated in the near future, based on an analysis of concerns regarding the RFP submissions received. The Minutes were approved.

### 5.4 Review of Allocation Process

Decision making will be held in Closed Session.

- .1 Grant proposals will be reviewed and discussed.
- .2 Grant proposals would be ranked:  
1-low, 2-medium, 3-high and scores added up.
- .3 Dollar amounts would then be assigned to grant proposals, anywhere from zero dollars to the full amount requested, based in part on the priority submissions determined by the total point rankings.

### 5.5 Review of methodology for decision making

The Chair commented that all discussion of the applications remains confidential. Each project will be discussed and then ranked, based on the 1-3 points outlined above. The Chair added that the actual percentages of available funds awarded among the various categories will remain flexible.

#### 5.6 Submission Review and Adjudication: Closed Session

#### 5.7 Endowment Fund Committee Schedule (2016/2017)

A Fall RFP will go out and the Endowment Fund Committee will meet on December 6, 2016 to adjudicate.

#### 5.8 Other business

The chair will review the proposal request form and tighten up the budget request. The draft will then be circulated for review by the EFC.

Also, letters to the proponents for all projects will be circulated for review by the EFC prior to being forwarded to the proponents.

The chair thanked all for their attendance and participation in the difficult deliberations.

#### 5.9 Adjournment

The meeting adjourned at 9:00 p.m. with the Chair thanking Philippa for her excellent work and support for the EFC over the year and all attendees for their good work.