

Faculty of Architecture Endowment Fund Committee Meeting

Tuesday, December 3, 2019 5:00 p.m.

Faculty Lounge, 201 Russell Building

ENDOWMENT FUND CAMPAIGN 11.0: Fall Call

RECORD OF MEETING

Present:

Heather Smith (chair), Terri Fuglem (faculty), Robert Eastwood (professional), Cynthia Karpan (faculty), Bhavana Bonde (professional), Christopher Sproule (graduate student), Bianca Dahlman (graduate student), Michael Daniels (undergraduate student), Papa Saliou Fall (undergraduate student), Jonathan Beddoes (Dean), Philippa Alexiuk (recording).

Regrets: Laura Asher (Donor Relations).

11.0 **Introductions** – Chair, Heather Smith welcomed committee members to the meeting and led a round of introductions around the table. There were eight voting members present.

11.1 **Approval of Agenda** – Two additional items were added under 11.5. The agenda was approved as amended.

11.2 **Review of Allocation Process** – The chair reviewed the proposal assessment and selection process and criteria, as circulated with the agenda. There were no questions.

There is a total of \$112,000 available for disbursement from the 2020/2021 Endowment Fund. Funds become available April 1, 2020. There were a total of \$31,130 in funding requests made in the current submissions.

11.3 **Review of Methodology for Decision Making** – In the first round, the Committee will go down the list and each committee member will weigh in on each submission and whether it meets the Proposal Assessment criteria outlined in the EF Terms of Reference. Next, committee members will rank each submission using 3 (strong), 2 (medium), 1 (weak), 0 (poor). Finally, dollar values will be assigned to those projects approved for funding.

The committee provides feedback to each applicant on their proposal. The meeting notes are posted on the Faculty website with individual deliberations redacted.

11.4 **Submission Review and Adjudication** – Deliberations were held in camera.

11.5 Other Business

.1 Endowment Fund Membership Changes

.1 The Chair will actively seek names for Alumni/Vice-Stick member.

.2 All members are encouraged to submit names from the community to serve as a Friend of the Faculty.

- .3 The second Professional rep position was filled by Bhavana Bonde (MALA).
- .4 Faculty Council will nominate and ratify faculty reps at their May 2020 meeting.
- .5 Student member positions are filled and confirmed by the respective student organizations annually.

Postscript: After the meeting adjourned, Bhavana Bonde agreed to serve as Alumni/Vice-Stick therefore a second professional rep will be sought. Philippa will contact the professional associations for an additional representative.

.2 Application Form – **The Committee unanimously agreed that the form and submission process should be digital.** Heather Smith will coordinate a revised form. It was noted that the form should be restrictive, blocking submission of any incomplete applications, applications for activities prior to fund release dates and applications with incomplete or unbalanced budgets. More details will also be sought in the budget section related to types of materials and specifics about the honorariums (who, how much, etc.). It was also noted that the reference guidelines should be clear to avoid conflict of interest situations (spouses, relations, project participants, etc.).

.3 Call for Proposals – **The Committee unanimously agreed that the competition should revert to one call for proposals per year, in the Spring.** This will give clearer timelines to the students. A graphic timeline should be included on the application that shows the information from time of application to receipt of funds.

11.6 Adjournment – The meeting adjourned at 6:30 p.m.