

CONFIDENTIAL**Record of Meeting 10.0****Faculty of Architecture Endowment Fund Committee****5:00 p.m., Tuesday, March 26, 2019****Faculty Lounge, 201 Russell Building**

Present: Manfred Schulz (chair), Heather Smith (alumni/vice chair), Paula Sancho (undergraduate student rep), Terri Fuglem (faculty rep), Daniel Broderick (graduate student rep), Robert Eastwood (professions rep), Cornie Friesen (undergraduate student rep), Cynthia Karpan (faculty rep), Jonathan Beddoes (dean), Philippa Alexiuk (recording).

Regrets: Laura Asher (donor relations rep).

Absent: Evan Tremblay (graduate student rep), Professional rep.

10.0 Introduction - The Chair called the meeting to order at 5:15 p.m. Introductions were made around the table. There were seven voting members present.

10.1 Approval of the Agenda

Under Other Business Item 10.5.1 – discuss this item in the context of application 10.11.

The agenda was approved as amended.

10.2 Review of Allocation Process – The chair reviewed the funding available for today's allocation.

There is a total of \$103,500 available for disbursement from the 2019/2020 Endowment Fund. With the allocation of \$5,700 made in the first term call, that leaves a total of **\$97,800** available for disbursement today. The decision today will be whether any of the current submissions will receive a portion of those funds. There were a total of \$121,360 in funding requests made in the current submissions, making a variance of minus \$23,560. Therefore, not all projects may be fully funded.

10.3 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, and then voted on.

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

10.4 Submission Review and Adjudication – There were thirteen proposals to consider. The chair asked if there were any comments on the reports submitted for last year's funded projects. It was noted that many of the reports were unsatisfactory, with no clear detail on the financial reports. It was clarified that award recipients must submit receipts in order to receive reimbursement, up to the awarded amounts. Cultural Events, Food for Thought, Gallery and

Atmosphere awards are transferred directly to the Partners Program and allocated through the Partners Coordinator. Although there was an allocation of unspent capital last year, typically, all surplus or unspent funds should roll back into the endowment fund capital account. It is important that recipients provide accurate budgets in their reports, with any unspent funds noted. This will be addressed later in the meeting.

During the adjudication the applications were point ranked, followed by dollar values assigned. All projects receiving the maximum points were fully funded.

10.5 Other Business

.1 Extension Request for 2018/19 Project: CAST Researcher in Residence
The request was granted to carry forward the \$3,700 grant from 2018/19.

.2 Outgoing Chair Remarks: Manfred Schulz thanked the entire EF Committee for their support over the past 4 years noting that he has met many tremendous people including staff and students. There have been improvements to the process through the years, with more to come regarding budgets and reports. It has been a delight working with the vice-chair, Heather Smith and as the incoming chair, he is sure that we will enjoy working with her into the future. Heather led a round of applause for Manny.

.3 Incoming Chair Remarks: As vice-chair, Heather Smith has been happy to reconnect with the university over the past two years and is looking forward to working with the committee for the next two years to further improve the application and reporting process. Any changes to the forms will be implemented collectively.

.4 Endowment Fund Membership Changes

.1 Submission of names for incoming Alumni/Vice Stick: Suggestions should be submitted, with a cv to Heather Smith (copy Philippa).

.2 Submission of names for Friend of the Faculty: Suggestions should be submitted, with a cv to Heather Smith (copy Philippa).

.3 This is the final meeting for several members of the Endowment Fund Committee (EFC): Graduate student representative, **Daniel Broderick**, undergraduate student representatives **Cornie Friesen** and **Paula Sancho**. The chair thanked the students for their valuable service on this committee. A call for new student representation will go out from the Dean's Office.

The name of the second professional representative is forthcoming.

10.7 Adjournment

The meeting adjourned at 7:20 p.m. with the chair thanking all for their participation.

Postscript

Proposed Endowment Fund Committee Schedule for 2020/21 (subject to change)

First Term Call for Proposals: Friday, November 15, 2019

First Term Endowment Fund Adjudication Meeting: 5:00 p.m., Tuesday, December 3, 2019

First Term Applicants notified of results: Tuesday, December 17, 2019

Second Term Call for Proposals: Monday March 2, 2020

Deadline for 2017/18 Activity Reports due Monday, March 2, 2020

Second Term Endowment Fund Adjudication Meeting: 5:00 p.m., Tuesday, March 17, 2020

Second Term Applicants notified of results: Friday, March 30, 2020

2020/2021 Funds are available beginning April 1, 2020