

**Record of Meeting 4.0**  
**Faculty of Architecture Endowment Fund Committee**  
**5:00 p.m., Tuesday, December 01, 2015**  
**Faculty Lounge, 201 Russell Building**

**Present:** John Petersmeyer (Chair), Jonathan Beddoes (Dean), Lisa Landrum (Faculty Rep), Manfred Schulz (Alumni/Vice Chair), Stephen Borys (Friend of the Faculty), Amanda Austin (Undergraduate Student Rep), Habib Omboke (Undergraduate Student Rep), Evan Allan (Graduate Student Rep), Monica Giesbrecht (Professions Rep), Philippa Alexiuk (recording).

**Regrets:** C. Turner (Professional Rep), L. Chalmers (Faculty Rep), M. Swope (Undergraduate Student Rep), K. Goodman (Graduate Student Rep), L. Asher (Donor Relations),

**4.0 Introduction** - The Chair called the meeting to order at 5:15 p.m. Introductions were made around the table. There were six voting members present. An additional member arrived shortly after the meeting began, bringing the number of voting members present to seven.

**4.1 Approval of the Agenda** – The agenda was approved.

**4.2 Approval of Minutes of Meeting 3.0** – The Chair reviewed a couple of items in the minutes. Item 3.4.1: The establishment of faculty mentors was discussed and continues to be something the committee feels would be advantageous for future applicants submitting proposals. The Dean will follow up with faculty on this concept. Item 3.4.5: The Endowment Fund (EF) webpage has been updated with the timelines, the application tips and examples of successful applications (with confidential information redacted) are forthcoming. Item 3.6: The meeting record from September 22, 2015 will be uploaded to the EF webpage. The meeting notes were approved.

**4.3 Review of Allocation Process** – The Chair noted that there will be 75-80 thousand dollars available for disbursement at April 1, 2016. The decision today will be whether any of the current submissions received in this Fall RFP, will receive a portion of those funds.

**4.4 Review of Methodology for Decision Making** – In the first round, the Committee will go down the list of submissions and each committee member will weigh in on each submission and how they meet the Proposal Assessment criteria outlined in the EF Terms of Reference. In the second round, dollar values will be assigned to those projects approved for funding.

**4.5 Submission Review and Adjudication – In Closed Session**

**4.6 Revised “Request for Proposals” Draft Discussion** – The draft hybrid, prepared by the chair using the student input and former application form will be finalized and distributed to the committee members for feedback.

4.7 **Endowment Fund Committee Schedule (2016)** – The schedule noted in the September 22, 2015 meeting notes is posted on the EF webpage, with the next EF Committee meeting scheduled for 15 March 2016.

4.8 **Other Business** – There was no other business at this time.

4.9 **Adjournment** – The meeting adjourned at 6:40 p.m. with the Chair thanking all for their participation, and a special thanks to Philippa for her excellent work supporting the Committee's endeavors.