

Record of Meeting 6.0
Faculty of Architecture Endowment Fund Committee
5:00 p.m., Tuesday, December 06, 2016
Faculty Lounge, 201 Russell Building

Present: John Petersmeyer (chair), Lisa Landrum (faculty rep), Manfred Schulz (alumni/vice chair), Mackenzie Swope (undergraduate student rep), Lynn Chalmers (faculty rep), Matthew Robinson (graduate student rep), Janelle Harper (graduate student rep), Monica Giesbrecht (professions rep), Cornie Friesen (undergraduate student rep), Philippa Alexiuk (recording).

Regrets: Cecelia Turner (professional rep), Jonathan Beddoes (dean), Laura Asher (donor relations), Stephen Borys (friend of the faculty), Habib Omboke (undergraduate student rep).

6.0 **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.

6.1 **Approval of the Agenda** – The agenda was approved. The chair noted that the numbering system used for the meetings will continue until the next formal review of the EF strategic plan (approximately 2020), when the numbers will begin again.

6.2 **Review of Allocation Process** – The chair noted that based on a report from Donor Relations, there will be around 90 thousand dollars available for disbursement at April 1, 2017. The decision today will be whether any of the current submissions will receive a portion of those funds. ID will be holding their student referendum next fall. The chair noted that using the five component categories: lectures, exhibitions, conferences, Warehouse and Other (student), there is approximately \$18,000 per category available this year. All of the Fall submissions are in the Student category, therefore, approximately \$18,000 available for disbursement between now and including the spring call for submissions.

6.3 **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, ranking each submission 3 (strong), 2 (medium), 1 (weak), 0 (poor). In the second round, dollar values will be assigned to those projects approved for funding and voted on.

Moved by L. Landrum, seconded by L. Chalmers that the committee include in their deliberations the recommendations submitted by absent committee member, Cecelia Turner.
Carried

The chair circulated the recommendations from Cecelia Turner.

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

6.4 **Submission Review and Adjudication** – There were seven proposals to consider.

During the adjudication the applications were point ranked, followed by assigned dollar values.

The following suggestions were made during the adjudication for the EFC to follow up on:

- a. It should be made clearer on the EF application form and in the Terms of Reference that individual Master's projects are not eligible for funding through the EF.
- b. An example of how to prepare a proper budget for a proposal should be made available for applicants to follow, and it would be helpful if there were a third party review of each submission, including the budget section, prior to submission.
- c. The EFC will consider providing standing funding for annual "meet & greet" type events for each of the four professional student organizations. The events should be valid conceptually and the allocation process should be fair and equitable. The process should be made clear to the students.

6.5 **Endowment Fund Committee Schedule (2017)**

A Second Term RFP will go out and the Endowment Fund Committee will meet on March 16, 2017 to adjudicate.

6.6 **Other Business**

.1 EF Committee Candidates – Staggered participation from the members to ensure continuity was discussed. Going forward, the committee listing will include the membership dates.

Professional Reps – Rep names from the MAA and MPPI are forthcoming. The member replacement for PIDIM should be submitted by March 1, 2017. The member replacement for MALA should be submitted by September 1, 2017.

Graduate Student Reps – To ensure continuity, going forward, student organization reps may provide a non-voting M1 rep as well as the two voting reps. EFC will be included with the standing committee list request that goes out from the Dean's Office each fall.

Undergraduate Student Reps – Will continue to provide two voting reps and one non-voting rep to ensure continuity.

Friends of the Faculty Reps – There is currently one rep, Stephen Borys, however to provide for the recommended continuity in this representation, it was proposed to add another rep to this category. EFC were asked to submit suggestions for a second rep by March 1, 2017. M. Giesbrecht will check with Dr. Borys to see if he is able to continue for an additional year. The EF Terms of Reference will be updated for ratification at the March meeting.

EFC Chair, Alumni/Vice Chair – The March 2017 adjudication meeting will be the last meeting of John Petersmeyer's term as EFC chair, with Manfred Schulz incoming as chair. Suggested names for a new Alumni/Vice Chair should be submitted to the chair by March 1, 2017.

6.7 **Adjournment**

The meeting adjourned at 7:15 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.