

**Record of Meeting 8.0**  
**Faculty of Architecture Endowment Fund Committee**  
**5:00 p.m., Tuesday, December 05, 2016**  
**Faculty Lounge, 201 Russell Building**

**Present:** Manfred Schulz (chair), Heather Smith (alumni/vice chair), Mackenzie Swope (undergraduate student rep), Anna Thurmayr (faculty rep), Natalie Lagasse (graduate student rep), Janelle Harper (graduate student rep), Monica Giesbrecht (professions rep), Cornie Friesen (undergraduate student rep), Harry Finnigan (professions rep), Jonathan Beddoes (dean), Laura Asher (donor relations), Philippa Alexiuk (recording).

**Regrets:** Lynn Chalmers (faculty rep).

8.0 **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. The eighth voting member arrived at 5:30 p.m.

8.1 **Approval of the Agenda** – The agenda was approved. The chair noted that the numbering system used for the meeting notes will continue.

8.2 **Review of Allocation Process** – The chair reviewed the Endowment Fund Terms of Reference item by item.

Based on a report from Donor Relations, there will be around 98 thousand dollars available for disbursement at April 1, 2018, as well as \$7,129 in unspent allocation. The decision today will be whether any of the current submissions will receive a portion of those funds.

8.3 **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 feel they meet 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 chair reminded the committee that 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 with individual deliberations redacted.

8.4 **Submission Review and Adjudication** – Closed session. The EFC will continue to consider providing \$1,000 funding for annual “meet & greet” events for each of the four professional student organizations. The events should be valid conceptually and the allocation process should be fair and equitable.

8.4 **Endowment Fund Committee Schedule (2017)** - A Second Term RFP will go out in January, 2018 with a March 1, 2018 submission deadline. The Endowment Fund Committee will meet on March 20, 2018 to adjudicate.

#### 8.6 **Other Business**

**.1 EF Committee Representatives** – It was noted that this will be Monica Giesbrecht's final meeting as a professional representative. The chair thanked Monica for her contributions, insight, understanding and professionalism to the committee over the past four years. The chair led a round of applause.

With staggered participation from the professional representatives, an MAA rep will replace Monica for the September, 2018 meeting. The MAA and MALA change their reps every two years and MPPI and PIDIM alternate every two years.

Monica asked about growing the Endowment Fund. The Dean noted that Donor Relations actively campaigns for this and the spending allocation has been growing. This item will be added to the March 20, 2018 meeting agenda.

Monica noted that giving more exposure to the projects funded by the Endowment Fund is a good way of promoting donations to the fund. A Network feature, UM Today, e-news are useful mediums.

8.7 **Adjournment** - The meeting adjourned at 7:05 p.m. with the chair thanking all for their participation.