

Record of Meeting 3.0
Faculty of Architecture Endowment Fund Committee
5:00 p.m., Tuesday, September 22, 2015
Faculty Lounge, 201 Russell Building

Present: John Petersmeyer (Chair), Jonathan Beddoes (Dean), Lisa Landrum (Faculty Rep), Manfred Schulz (Alumni/Vice Chair), Amanda Austin (Undergraduate Student Rep), Evan Allan (Graduate Student Rep), Monica Giesbrecht (Professions Rep), L. Asher (Donor Relations), Philippa Alexiuk (recording).

Regrets: C. Turner (Professional Rep), S. Borys (Friend of the Faculty), K. Goodman (Graduate Student Rep).

Vacant Positions: Two Undergraduate Student Reps and one Faculty Rep.

3.1 **Introduction** - The Chair called the meeting to order at 5:15 p.m. Introductions were made around the table. There were five voting members present and one voting member available by telephone to achieve quorum.

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

3.3 **Approval of Minutes of Meeting 2.0** – The minutes were approved. The Chair noted that from this point forward, minutes would be less formally referred to as “Record of Meeting”.

3.4 **Business Arising from the Minutes**

3.4.1 Faculty Council Decisions

Mentor Appointment – To date, no mentors have come forward. The Dean will follow up.

Single Committee Concept – L. Landrum reported that while there has been no formal discussion on this item at Faculty Council, there have been questions raised by various faculty members about what the benefit would be of centralizing these committees. The separate committees already communicate, coordinate events and share some resources. The Faculty’s Atmosphere conference is currently part of Cultural Events planning. A revised set of Cultural Events Terms of Reference were approved by Faculty Council in June, the Gallery Chair is now a member ex-officio.

The Chair commented that the Endowment Fund Committee will not pursue this concept any further.

3.4.2 **Revised Request for Proposals Draft** – The draft RFP is forthcoming.

3.4.3 **2016 Estimated Award Amount** – It is anticipated that there will be \$75,000-\$79,000 available to be awarded.

3.4.4 Fall Request for Proposal Discussion – The EFC has proposed an added First Term Request for Proposals (RFP), in addition to the typical Second Term Request for Proposals to access the total available capital.

First Term RFP - The primary advantage to this early call for proposals will be to allow successful proponents, additional lead time to develop their initiatives more fully, as well as confirm EFC funding amounts, allowing additional time to seek further funding to meet their projected budget requirements.

Flexibility - Should a Proponent not be successful for the First Term RFP, they will now have additional flexibility to utilize EFC feedback, to strengthen their Second Term RFP response submission.

EFC Assessment - The EFC will review the First Term RFP submissions and determine the total extent of these initial award amounts, while retaining some of the funding for the Second Term RFP.

Quorum was met by Cecilia Turner participating by telephone, voting in favour of the First Term RFP. A First Term Request for Proposals will go out next week.

3.4.5 Endowment Fund “kick-off” Event/PR Options - The RFP will be issued next week by email, posters and social media. EF student reps will hold a short info session for students at the beginning of an upcoming Faculty event (October 8). Students who have received grants in the past will speak. Lisa Landrum will represent faculty, John Petersmeyer will represent the professionals. It was suggested that the EF web page be updated with timelines, application tips and examples of successful applications.

3.5 Endowment Fund Constituency Vacancies – The two student rep positions will be filled by September 30th. The faculty member rep will be filled by October 6th.

3.6 Endowment Fund Committee Transparency – Records of the meetings will be posted on the EF web page, and unless noted specifically, all discussions are generally open to review by members with their constituencies, except the RFP Proponent submissions and their adjudication.

3.7 Endowment Fund Committee Event Schedule - Timeline for 2015/2016:

November-13-2015	Deadline for First Term Call for Proposals
December-01-2015	Endowment Fund Adjudication Meeting
December-07-2015	First Term Applicants notified of results
March-04-2016	Deadline for Second Term Call for Proposals
March-04-2016	Deadline for 2015 Project Activity Reports (completed by April, 2015 recipients)
March-15-2016	Endowment Fund Committee Adjudication
March-25-2016	Second Term Applicants notified of results
April-01-2016	Funds awarded December 1, 2015 and March 15, 2016 will be made available

3.8 **Other** – There were no other items to discuss. The Chair thanked members for attending the meeting.

3.9 **Next meeting** - It will be held **Tuesday, December 1, 2015**. The package of submissions from the First Term Call for Proposals will be circulated ten days prior to the meeting.

The meeting adjourned at 6:20 p.m.