

OPIRG Peterborough Board Meeting Minutes  
September 25, 2019

Attendance: Sam MacAndrew, Robert Gibson, Addison Clermont, Kelsey Cicci (via phone),  
Jenn MacDonald  
Regrets: Loretta Wood

Call to Order 6:00pm

Land Acknowledgement and Discussion

Time Constraints

Check in

Board Reports

*Robert* – on the hiring committee, painted some signs at the climate strike sign making event and interviewed Jenn for the Board.

*Addison* – interviewed Jenn for the Board. Came back from leave. Went to 2/3 of MENDING workshop during Disorientation week. Also stopped by the sign making event. Checked on the Free Market bins and one of the placements students had done pickups.

*Kelsey* – on the hiring committee. Attended Cards Against the Patriarchy during Disorientation Week. Thinking about the AGM and will arrange a committee meeting.

Staff Reports

*Sam* -continued organizing DisO, then attended most Diso events (took pictures, delegated, etc).

-followed up with all collaborators on events, updating disorientation planning document to show # of attendees, budget/actuals, etc.

-coordinated the placement students to attend events as part of their hours since I couldn't begin with regular training during DisO. Then the next week started their regular training/tasks

-informing placements students of community events/trainings they can attend as OPIRG reps to do more outreach/networking and bring back what they learn to incorporate into our organization

-Went to clubs and groups day and volunteer expo (had four pages filled out of potential volunteers and folks interested in the newsletter)

-organized and promoted volunteer orientations Oct 2nd and 3rd in the OPIRG office

-sent out newsletter (general information, upcoming events, and volunteer orientations)

-went to service Canada to fix Record of Employment request, still working on it and even had to contact last coordinator

-hiring committee: forwarding all applications to Kelsey and Robert, organized logistics for interviews, updated interview questions, conducted interviews, etc.

-met with TCRC for research project (case studies of levy groups).

-chaired levy groups meeting Sept 19<sup>th</sup>, working on #OptInChallenge in November to have students more aware of levy groups, what we provide, etc. Also working with small committee on suggestions for Trent university's website to change when it discusses opt outs

-organizing a couple events with other environmental groups: Climate Strike Poster Making (Sept 24th), David Suzuki Climate Talk (Oct 10). Also will have an event with Trent

International for clothing drive end of October. Other potential collaborations with TVAN for

eco-friendly collage making, Robyn Ocean (Sexual Violence Coordinator) for Sexual Violence Awareness Week, TQC on self love week giveaway bags again.  
-regular functions: finances, green dishes orders, free market hours (minus disorientation week)  
-Finance updates: Spent about \$2000 on Disorientation week, recently raised \$2650 for Disorientation (some funds are supposed to be allocated towards a levy campaign), also used all \$100 of contract honorarium (which was meant for Diso help).

#### Approval of Agenda

#### **Motion to approve the agenda.**

Moved by Addison. Seconded by Kelsey. Board consensus.

#### Old Business:

1. *Approval of past meeting minutes for September 3, 2019*

#### **Motion to approve September 3, 2019 meeting minutes.**

Moved by Robert. Seconded by Kelsey. 1 abstain as was not in attendance. Board consensus.

#### New Business:

1. *Appoint new board member*

#### **Motion to approve Jennifer MacDonald as a board member until the next Annual General Meeting.**

Moved by Addison. Seconded by Kelsey. Board consensus.

2. *Board Portfolios*

During the board retreat over the summer, Sam presented an updated list of portfolios: Chairperson, Treasurer, Staff Liaison, Provincial Liaison, and Outreach and Programming Liaison. As well as updating the Board Committees to: Policy Committee, Complaints Committee, Hiring Committee, and Working Groups Committee.

The reasoning was even though there are 7 positions on the board and 5 portfolios, often some of the portfolios that should be filled are not. This way multiple people could be on the same portfolio and those tasks that should be completed by the board (such as taking minutes, assisting with grant writing/funding, etc.) can occur. As such, the portfolios had to be updated to reflect the positions. Both also coincide with our policies which are being updated as well (ex. Board liaison was a portfolio name changed to Chairperson as per our by-laws).

#### **Motion to approve the Chairperson, Treasurer, Staff Liaison, Provincial Liaison, and Outreach and Programming Liaison OPIRG Peterborough's official portfolios as well as the Policy Committee, Complaints Committee, Hiring Committee, and Working Groups Committees as OPIRG Peterborough's official committees.**

Moved by Addison. Seconded by Robert. Board consensus.

#### **Action Item: Each board member picks their top 2 portfolios they would like by next meeting. Sam will email the document to everyone.**

3. *Approve hiring committee recommendation for TWSP/TIP hires*

The hiring committee reviewed all applications, agreed on a list of folks to interview, held those interviews, and recommends that the board hires: Mikey Temple for Volunteer

and Outreach Coordinator, Farah Bubteina for Programming Coordinator, Sarah Khaki for Special Events Coordinator, Maggie Piper for Research Coordinator.

**Motion to approve the recommended hires from the hiring committee.**

Moved by Kelsey. Seconded by Addison. 1 abstain. Board consensus.

**Action Item: Sam will email successful applicants.**

4. *Coordinator Request Vacation time (October 21-25<sup>th</sup> reading week)*

Sam would like to take some time off during reading week. The office is less hectic, and we don't usually have most staff/volunteers coming in.

**Motion to approve Sam's vacation request from October 21<sup>st</sup> to 25<sup>th</sup> 2019.**

Moved by Jenn. Seconded by Addison. Board consensus.

5. *Vendor at Global Climate Action Peterborough (\$25)*

This Friday there is a Global Climate event in Peterborough. We were asked if we wanted to be a vendor for \$25. We would be responsible for bringing our own table and materials. Amanda who attended last week's strike mentioned there were many younger folks (high school) who didn't know about us and suggested we have a table to share information.

**Motion to approve to spend \$25 on a vendor table at the Global Climate Action Peterborough event on September 27, 2019.**

Moved by Addison. Seconded by Kelsey. Board consensus.

**Action Item: Sam to send vendor form. Sam to bring for tabling: t-shirts to sell, green dishes to show as an example.**

6. *Elections Canada/Climate Change (Robert)*

This agenda item is a bit outdated now as we have been going to climate strikes, and had a climate strike sign making event.

7. *TUNA collaboration (Robert)*

**Action Item: Robert will email TUNA about collaborations in the future.**

Potentially offering and advertising open positions on the board to TUNA folks. Keeping in mind that one person does not speak for all and that we need to be incorporating a wide variety of perspectives.

8. *Other Business*

Robert went to City Council Meeting where they did declare a climate emergency which was unanimous at the end.

Talked about whatsapp during board retreat but has not been put together yet.

**Action Item: Jenn will create the board whatsapp group.**

9. *In Camera Session*

**Motion to move in camera.**

Moved by Addison. Seconded by Robert. Board consensus.

Moved out of in camera at 7:16pm

**Motion to remove Maggie Williams as a board member of OPIRG Peterborough.**  
Moved by Addison. Seconded by Robert. Board consensus.

10. *Adjourn*

**Motion to adjourn.**

Moved by Robert. Seconded by Addison. Board consensus.

Adjourned at 7:22pm