

OPIRG Peterborough Board Meeting Minutes  
November 20<sup>th</sup>, 2019

Attendance: Jenn MacDonald, Addison Clermont, Sam MacAndrew, Robert Gibson, Maggie Piper

Regrets: Loretta Wood, Kelsey Cicci, Peter Stuart, Sogyal Samdup, Farah Bubteina,

Announcements:

- Book launch “Black Cop” by Calvin Lawrence on Dec 1st in collaboration with Community Race Relations
- START – Students Taking Action and Responsibility at Trent. A new club at Trent to look into. Robert is a part of it.

Called to Order: 6:16pm

Land Acknowledgement

Check-In

Staff Reports:

*Sam (Coordinator):*

- Attended Provincial OPIRG AGM (wrote separate report)
- sharing on social media the #OptInChallenge and having Maggie complete as many of the challenges from the bingo card as possible (and tracking on social media)
- Collaborated with TQC and other groups on the Trans\* Anti-O workshop (us as a support more than the ones facilitating). Event was November 20th 4-6pm on campus.
- Book Launch event organizing/promo “Black Cop” with Community Race Relations Committee. Will be Dec 1st 1-3pm @Sadleir House.
- Put together newsletter for the end of the term and scheduled for it to be sent
- Regular banking/tasks (deposits, picking up monthly statements, Quickbooks, timesheets, etc)
- continuing weekly supervision meetings with placement students to review tasks, check in on how they are doing, and review situations they encounter to ensure they are comfortable and also feel like they are helping folks who use the free market as well as they can.
- Went to our accountant to get our year-end review and discuss CRA paperwork (slightly over budget by about \$100 but they gave us more detailed T4s)
- Staff meeting (biweekly, Nov 15th): had Peterborough Public Health do a Naloxone training to have it available in our office. Also reviewed tasks, updates, and discussed some conflict resolution that could help staff feel more comfortable if something were to happen (like at the Free Market Pop Up). Going to also have placement students do presentations on what they learn from other trainings they receive placement hours for (ex. bystander training).
- Since November 13th keeping track of number of people who use the Free Market (often the same people coming in multiple days but good to have some data).
- brought textile recycling to the recycling plant (free market very full so anytime there is “free time” is free market organizing for student staff/placement students)

- Student at Trent requested to interview a couple folks from OPIRG so I set up an interview
- A different student at Trent interested in Cinema Politica (which we are a part of but didn't pay for subscription this year) and meeting to see if we can get a working group started or something
- insurance: we do have board insurance but I didn't renew commercial insurance thinking we were covered under Sadleir house. We aren't so would like to know from board if we should renew (just over \$1000) and is if anyone is injured in our office (which wouldn't really need for main office but could see potential in the free market)
- started updating our AGM booklet (reviews what we have done each year as well as finances and is handed out at the event)
- Financial Updates:
  - If approve insurance will be over that budget line of about \$1000.
  - Doing very well on the event and workshops budget line (about \$150 of \$800 for the year) extra costs are mainly under the printing special budget line which I still need statements from the university.
  - Local travel is already almost at 100% and I still have not been keeping track of my travel as much as I should be so in future should increase that budget line (big portion is when doing free market bin pickups and textile recycling drop offs).
  - While I pointed out some areas we are going over, generally we are doing very well spending and this budget is at 40% loss when we have currently lost 27%.
- Opt outs end December 6th and during my strategic planning I may have an updated budget to approve in the new year. Don't usually do this but with SCI might be something we practice for stability.

*Farah (Program Coordinator):*

- Shared posters and updates about the new Free Market Hours (since we will be closed)
- Attended the Opioid overdose training for crisis management
- Shared some updates on social media about "what not to donate" (i.e. bedding, pillows, etc)
- Organized the free market room
- Created new content for our followers on Instagram
- Working on updating the "Green Dishes" poster and sharing it on social media
- Working on organizing a Fast Fashion event by getting in touch with the "Trent Fashion Society"

*Sogyal (Events):*

- Uploaded event evaluation forms for Free Market Pop Up and Thrift Flip onto Sadliernet
- Uploaded pics from Thrift Flip onto Sadliernet
- Organized clothes in the Free Market.
- Finished looking at all the documents in the "Useful info for the event coordinator" box.
- Attended Naloxone training.
- Corresponded with Jessica Evans from Trent International. Next Winter Clothing Drive on 15th Jan of next year in the International Office. 11:30am to 3pm. We will make posters and event page.

- Had a meeting with Angel Hamilton. Planned on having screening of Forgotten Birds of Paradise on Jan 22nd of next year in Sadlier House lecture hall. Currently corresponding with TFS, Director, and Angel.

*Maggie (Research Coordinator)*

- Working on promoting the Opt In challenge with a social media campaign
- Organized Free Market and found it was flooded
- Making info graphics and quick interesting images to promote opting in to levies and the work that OPIRG does
- Started tracking data of how many people are using the Free Market
- Sent email to the board about Free Market data

Placement Student Reports:

*Peter:*

- Attended and assisted Free Market Pop Up in Champlain Great Hall 10-2 Wed. Nov. 6 for Waste Reduction Week.
- Attended and assisted with Thrift Flip event at Sadleir House 2-4 Fri Nov. 8 for Waste Reduction Week.
- Attended and assisted with anti-oppression Free School from 7-9 on Fri. Nov. 8, and Sat. Nov. 9 12-4
- Went tabling at Champlain Great Hall 9-3 on Wed. Nov 13 to promote OPIRG.
- Attended and assisted with Bystander Intervention training on Thursday Nov. 14th 1-3 at Bata to prevent sexual violence.
- Went to meeting with Amanda Bastyr (Placement Partner) and Natalie Austin (Placement Student from Durham Campus working with Robyn Ocean at Sexual Violence Prevention Centre), regarding ongoing planning for 'Flip the Script' event on Thursday, Jan. 30th regarding spoken word storytelling about building resiliency and strength from surviving violence of all kinds. Part of overall Sexual Violence Prevention Week from Jan 27-31.

Board Reports:

*Addison:*

- Is now on the financial planning committee. They meet at the beginning of each month.
- Attended the Provincial AGM
- Signed Cheques
- Visited the OPIRG office
- Up to date on emails and correspondence
- Checking bins on campus

*Kelsey:*

- Is requesting a leave to be with her family.

*Loretta:*

- Up to date on emails and correspondence
- Will also be requesting a leave. Will be emailing Sam with a formal request.

*Jenn:*

- Has been trying to get in contact with the Friendship Centre for the AGM
- Up to date on emails and correspondence
- Trying to get my workplace to do an anti-oppression training
- Sharing events on personal social media
- Will be attending Staff Meeting on November 29<sup>th</sup>

*Robert:*

- Checked in with Sam
- Signed checks
- Up to date on email and correspondence
- Reviewed the policies and ethics of the organization
- The working group of the TCSA (Operations and Procedure Bylaw) are considering updating the divestment from fossil fuels to be a more climate change focus. However, there has been no action on it as of yet. Robert will provide the board with updates as they come.

#### Approval of Agenda

#### **Motion to approve the Agenda.**

Motioned by Addison, seconded by Robert. Board consensus.

#### Old Business:

##### *1. Approval of Past Meeting Minutes for November 6, 2019*

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

Motioned by Addison, seconded by Jenn. Board consensus.

##### *2. Annual General Meeting Updates*

- Jenn has been in contact with the Friendship Centre. After a few emails, they responded saying Jan 31<sup>st</sup> could work, but it would be a tight squeeze for them as they have meetings until 3 that day, but could still make it work. The only alternative date they were available for on a Friday is February 21<sup>st</sup>. Jenn responded saying she would see if that date was feasible, and provided estimated number of participants at 30, and requested an estimate of cost.
- The week we are planning the AGM is Sexual Violence Awareness/Prevention. Sam has been looking into if there are any conflicting events.

**Action Item: Sam will get in contact with Sadleir about booking space.**

**Action Item: Sam will email Rob with information about Food not Bombs.**

#### New Business:

##### *1. Matt Jarvis Free Market*

#### Maintenance:

- “OPIRG is operating a used clothing and household goods depot without having the capacity to uphold standards to mitigate potential risk arising from the project. Clothes are regularly delivered off hours and stacked in piles of garbage bags in various locations in the house. When the office is open, the standard is to pile them into the free market for

sorting by volunteers. There are no quality control processes in place and no "clean zone" in which to process goods before they are added to the collection. This situation adds labour to Sadleir House staff and creates an unclean environment for other tenants and patrons. It is also clear that there are no contingency plans to deal with the significant risk of bedbug contamination for the house. Thrift stores include quality control processes to minimize this risk and include budget lines to deal with contamination situations. My understanding is that OPIRG would not have the financial capacity to cover the costs associated with dealing with this situation. Sadleir House cannot manage that risk for you, and has no interest in this situation ever arising.

- A great current example of the lack of capacity to deal with situations arising is the current water situation which lead from a drip leak from a radiator bleed valve that was likely kicked by a free market patron. The water has permeated the floor boards and flooded your storage space. The amount of water compared to the rate of flow suggests this has been happening for a week or weeks. The condition of the free market made discovering this leak almost impossible till it was much too late. I have worked with Sam for some time, her effectiveness is not in question and it would be irresponsible to suggest that this is a staffing issue. It is a systemic issue, there isn't capacity to develop the systems that would solve this problem.

#### Security:

- The free market has been a point of entry to the house for many people in hard situations. I know this because I field dozens of calls a month from individuals who have been referred to the service through publicly funded social services programs. The positive ethics of the idea are not in question. The capacity to deliver this service in a safe and responsible way is. Dealing with individuals coming out of trauma situations comes with a significant degree of risk. Organizations that help these populations have systems and staff with training and certifications to deal with safety concerns as they arise. Sadleir House had two break-ins that resulted in cash theft from other services in the house and thousands of dollars in property damage from someone kicking in heritage doors. From the subsequent police investigation, it became clear that the point of entry was almost certainly the free market outer door, after which the inner door was chiseled open and access to the rest of the house was cleared. As you know, Sam was also confronted early in the morning with an individual who had broken into the free market and was attempting to access the main office before being asked to leave. All of this lead to Sadleir house removing OPIRG access to the outer door through a two-way keyed deadbolt.
- I have conversations with free market patrons every week who express significant resentment with the perceived public service for not always being open during regular business hours. Again, the goodness of the idea is not in question, the effectiveness of delivery is.
- The free market is an intuitively good idea. It is easy to argue all of the reasons why such a service should exist, and I challenge the members of OPIRG to work on finding a space and a community to support the initiative in a responsible way. As it stands it is irresponsible to ask your staff, fellow tenants, community patrons, and my staff to

manage this risk without the resources, or reasonable expectation of getting the resources, to do so.”

- Sam wanted to bring this to the boards attention as there have been talks surrounding the sustainability and safety of the Free Market, and is interfering in staff responsibilities and rights (i.e. not being able to have a lunch because the Free Market has to be open)
- Sam is interested in looking at other avenues to keep the spirit and mission of the Free Market alive as it is a beneficial service, but OPIRGs capacity to continue the Free Market is in question.
- Sam suggests working with a “pop-up” model where we only utilize items collected on campus from the Free Market bins.
- Robert agrees that the Free Market has been a systemic issue over time and is on board with the pop-up idea
- Robert suggests the idea of having a storage box to utilize if bins are overflowing if we were to move to the pop-up model.

### *2. Reframe Film Festival Sponsorship Request*

- Sponsorship request of any amount. Sam suggests a value of \$100 if we choose to support.
- They request a sponsorship every year, of which OPIRG has historically supported. Last year the sponsorship was \$500.
- Board decided to table this to next meeting in the new year.

### *3. Leave*

- Kelsey effective immediately would like to take a leave. Under OPIRG a leave is considered up to 4 months.

#### **Motion to approve Kelsey’s leave.**

Motioned by Addison, seconded by Robert. Board consensus.

**Action Item: Addison will contact Kelsey and Loretta to relay information about taking leaves and AGM board appointments.**

**Action Item: Jenn will follow up with Chairperson duties.**

### *4. Jenn – Food Rescue*

- Jenn is volunteering with an organization called “Food Rescue” which operates under Second Harvest.
- The program seeks to eliminate food waste in communities by partnering “donors” (businesses or organizations that work with food) to “rescuers” which are non-profit/civic/service organizations. When the donors have surplus food they can put a call out via the Food Rescue online system. A notification will then go out to registered

rescuers who have signed up for the program. They are then able to claim the food, pick it up, and use it to their discretion. All activity is recorded by Food Rescue who provides statistics on how much food has been rescued, and how much green-house gas emissions were omitted.

- Jenn suggests OPIRG to help spread the message about the program as it aligns with our mandates of environmental justice and food sovereignty.

**Action Item: Jenn will send Sam information about Food Rescue to be held in the office.**

#### *5. Other Business*

- Jenn suggested making a standard practice of staff/student placement reports (and board reports if member will be absent) being sent to the minute taker at least by 1 day prior to board meetings. This would help to condense board meetings, and assist minute taker.
- Safe injection site petition is full.

**Action Item: Robert will drop off petition at Dave Smith's office.**

#### 6. In Camera Session

**Motion to move in camera.**

Motioned by Addison, seconded by Robert. Board consensus.

Moved out of camera at 7:53pm

Next Meeting:

**Action Item: Sam will send when2meet to schedule next meeting in the new year.**

Action Items:

**Action Item: Sam will get in contact with Sadleir about booking space.**

**Action Item: Sam will email Rob with information about Food not Bombs.**

**Action Item: Addison will contact Kelsey and Loretta to relay information about taking leaves and AGM board appointments.**

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Motion to Adjourn:

**Motion to adjourn.**

Motioned by Addison, seconded by Robert. Board consensus.

Adjourned at 7:56pm