

OPIRG Peterborough – Board of Directors Meeting Minutes
March 6th, 2020

Attendance: Jenn MacDonald, Robert Gibson, Angela Connors, Samm Medeiros

Regrets: Sam MacAndrew, Addison Clermont

Call to Order 4:59

Land Acknowledgement and Discussion

Time Constraints

Check in

Future Capacity

- Robert is committed to enough that he feels schedule is at capacity, especially with exams coming up. Robert will be helping with the Tarsands event.
- Sam is able to take on smaller tasks.
- Angela has her AGM for the CCRC on the 21st. Can help
- Jenn has the 16th and 17th off work that she can help with OPIRG items.

Board Reports

Robert

- Email and caught up with Sam
- signed cheques
- Communicated with the board
- Attended the Board training

Samm

- Levy group refund cheques
- Board training
- Started a survey for the Free Market
- Made edits to Media Release

Angela

- Attended board training
- Up to date on emails
- Provided input and feedback on OPIRG related issues

Jenn

- Attended board training and strategic planning sessions
- Up to date on emails

Addison

- Went to the OPIRG Ontario PBM

- Offered to be president of the provincial board, and represent provincial at the upcoming mediation re: OPIRG York
- Been communicating with finance collective & provincial re OPIRG York including a conference call with CUPE 1281 leadership
- Signed some cheque's
- Signed and delivered time sheets for the last pay period
- Communicating with the department of Social work re: the recent HR issues
- Attended day 2 of our board retreat
- Facilitated the motion to approve the Class A decision from the PBM and OPIRG Ptbo/Nogo loaning funds to Provincial for the Provincial Coordinator HR issue, and communicated the results of these motions to Provincial

Staff Reports

Sam

- sharing the wet'suwet'en actions on socials
- processing approved sponsorship requests
- connecting with TQC about working group application, roles/responsibilities as well as how they receive \$100 per semester so received some receipts
- emailing students who requested refund to remind them of pick ups on Feb 26th and 27th in the student centre from 1-4pm each day.
- updating human resource folders
- timesheets, monthly remittances, reconciliation, deposits
- reviewing our budget
- catching up on PBM minutes/tasks
- rescheduling meetings/delegating to student staff
- updating board meeting minutes binder and Sadleirnet
- website maintenance (comments/updating meeting minutes/events onto calendar)
- checking student staff/placement remaining hours
- put together monthly newsletter
- Vacation Feb 17-21
- Away Feb 24-28 for family emergency (so coordinating with Board, staff and placement students)

Approval of Agenda

Motion to approve the Agenda

Motioned by Angela. Seconded by Samm. Board Consensus.

Old Business:

. 1. Past Motions via E-mail

- **Motion to approve OPIRG Peterborough/Nogojwanong loaning \$5915.33 to OPIRG Provincial board in order to cover the Termination Pay costs for the outgoing Provincial Coordinator, Zina with the expectation this amount is paid back by the termination of the 2019-2020 fiscal year.**
 - Motion by Addison on March 2nd, 2020. Seconded by Jenn. Board consensus.

- **Motion to approve the addition of a termination pay line to the 2019-2020 budget for no more than \$6000 dollars.**
 - Motioned by Addison on March 1st, 2020. Seconded by Robert. Board consensus.
- 2. Approval of past meeting minutes for February 12th, 2020 and February 26th 2020
Motion to approve the minutes of February 12th and 26th provided that Sam's last name is corrected and locked as PDFs.
 Motioned by Robert. Seconded by Samm. Board Consensus.

Action Item: Jenn will fix minutes and upload the PDFs to the website.

- 3. Free Market
 - Waiting to hear from Rachelle
 - Media Release
 - Samm wanted some of the language around who uses to free market to be more anti-oppressive
 - Tabling in OC on the 11th and Student Centre on the 25th
 - The media release needs more edits to use language of a transition
 - Media Release to be sent out on Wednesday

Action Item: Jenn to edit the media release and send to the board by Sunday for approval.

- Survey
 - Samm has been working on a survey
 - She has sent it to the board for feedback

Action Item: Samm will forward survey to Rachelle for feedback.

New Business:

- 1. Review of Board retreat
 - Document security
 - In Camera policy
 - Liabilities
 - Document locations
 - Communications Strategy

Motion to table the review of board retreat to next board meeting.

Motioned by Robert. Seconded by Samm. Board Consensus.

- 2. Volunteer Appreciation (Annual Free Market)
 - Samm will take the lead on planning a volunteer appreciation
 - Samm will look into gift ideas
 - Samm will work with Robert and Samm on this event

Action Item: Samm to take on Volunteer Appreciation and give updates.

3. In Camera - HR Issue
Moved into camera at 5:38pm.
Moved out of camera at 5:55pm.

Adjournment

Motion to adjourn.

Motioned by Robert. Seconded by Angela. Board Consensus.

Adjourned at 5:56pm.

Action Items:

Action Item: Jenn will fix minutes and upload the PDFs to the website.

Action Item: Jenn to edit the media release and send to the board by Sunday for approval.

Action Item: Samm will forward survey to Rachelle for feedback

Action Item: Samm to take on Volunteer Appreciation and give updates.