

## **OPIRG Peterborough Board Meeting Minutes January 21, 2021**

**Attendance:** Robert Gibson, Diya Shah, Nicola Koyanagi, Al Beck, Alex Brown, Sann Medeiros, Addison Clermont, Heidi Sidky, Faith David

**Regrets/Absentees:** Mohamed Farah, Angela Connors, Miranda Zahra, Sakina Zaidi

**Start Time:** 2:00pm

**Time Constraints:** Sann 3:30pm, Al 3:00pm, Nicola 3:50pm, Diya 3:00pm

**Announcements:**

**Called to Order:**

**Land Acknowledgement**

**Check-In**

**Staff Reports:**

***Nicola:***

- Spoke with Katimavik regarding volunteer program.
- Coordinate with Trent Community Research Centre re: OPIRG's research projects.
- Reframe survey and sponsorship submission.
- Prepared and dropped off year-end for financial review at BDO.
- Applied for and was accepted for Canva Pro Account (free for non-profits)
- Event evaluation for Algonquin 101
- Changed signing authorities at bank.
- Set up authorization at Bell Canada (took forever, Bell has terrible customer service)
- Placement Student supervision and midterm assessments
- Set up Basecamp for Placement Students housing event organizing.
- Meeting with Prov re: Free Stores
- Feedback on PIRG comic
- Attended Zoom Bombing Webinar
- Made trade with Sam.
- Updated password (Gmail)
- Searched for QuickBooks course – will look for Bookkeeping course.
- Researched workspace platforms and set up Slack.
- Met with the Board – Get to know you and informal visioning.
- Attending organize your email training by OPIRG Brock.
- Discussed Budget and Finances, specifically RRSP with the accountant.
- Did research and contacted SiteGround on how to develop a new website that is updated and easily accessible, purchased Elementor which will make our website much easier to learn and customize for current and future staff.
- CASWE-ACFTS Student Placement Module Learning
- Processed and recorded Levy Refunds (3)
- Submitted documentation for T4s.

- In addition, scheduled and attended weekly staff meetings, one on one check-ins with Staff, weekly meetings with placement students as well as weekly supervision. Bi-weekly and monthly processing payroll, RRSP, WSIB, Remittances, Union Dues, Bank Reconciliation and filing in office and quick books.

***Diya:***

- Working on her research project
- Optimizing research posted on website, website at max.
- Updating website
- Meeting for research project with Nicola
- Developing survey and who it is addressed to.
- Seek out email list from Trent.

***Al:***

- Met with Alex about social media free market platforms.
- Met with Nicola about lockdown and moving forward.
- COVID-19 protocols and infographics
- Tips and tricks for safety with trades during pandemic
- Prioritizing online events

***Alex:***

- Finished edits for supermarket book.
- Starting research to update it.
- Creating deadlines and deciding on hours

***Faith:***

- Created Linktr.ee.
- Midterm assessment
- Writing policy, created new flow chart for policy.
- Met with TQC about policy
- Planning housing event
- Posted gift card policy meeting minutes to sadlier net.
- Researched restorative/transformational justice
- Reaching out to board and staff for drop-in policy meeting.

**Board Reports:**

***Samm:***

- Connecting w/ Sakina for Naloxone from FAEMA
- Check with Al.
- Support Diya with staff questions
- Attempted to connect with Angela around if she is a staff liaison.
- Free market: submitted application, no news from city yet.
- Created newsletter for free market biweekly meetings.
- Faith's policy concerns

***Heidi:***

- Met with amnesty about banking.
- Answering emails

- Looking into HR trainings needed (Artspace trainings)

**Addison:**

- Finance collective meetings
- Reviewing audit
- Health and benefits and life insurance, sorting out what was going on there.

**Robert:**

- Created meeting and agenda.
- Connected with placement students, staff, and board.
- Followed up on finances, payroll.
- Answered emails.

**Old Business:**

- Agenda approval for Jan. 21, 2021.
  - Motion to approve by Addison, seconded by Samm.
- Approval of board meeting minutes from December 2<sup>nd</sup>, 2021 (2 to 5 mins)
  - Tabled until next meeting.
- Confirmation of staff liaison and sexual assault point person (2 to 5 mins)
  - Could not contact Angela to confirm she is a designated harassment resource person.
  - Samm and Heidi self-appointed as co-interim staff liaisons
  - Suggesting arranging a meeting to coordinate who is in the role and what the role looks like according to harassment policy.
  - Discussing accountability and training of those appointed to the role.
  - **Action item:** coordinate Nicola, Samm, Heidi, Robert, and Faith to meet to define this more and plan KSAC training workshop.
- Black Lives Matter Nogojiwanong working group application (5 mins)
  - Samm motioned to approve working group application. Addison seconded the motion.
  - Questions about their number for reaching quorum before confirming approval.
  - Offering consensus-based decision making to them as a support service
- Response to news articles on opposition to safe injection sites (5 to 10 mins)
  - Threat to pull apartment development because it would be near safe injection site, development owner is refusing to move forward.
  - Wanting to write a letter either to the city or Peterborough examiner to address the issue and use of language used by the examiner.
  - Tabling discussion to outside board meeting or to next board meeting
- Reframe Tickets (Reminder) (2 to 5mins)
  - Nicola reminded of the sign up to attend reframe films and registering for it.
- Amnesty International (5 mins)
  - Tabled until next meeting.

**New Business:**

- Email expectations (5 to 10 mins)
  - Tabled until next meeting.
- Coordinator Hours (5 to 10 mins)

- Nicola requesting some afternoons off and flexing hours each week, and the best way to go about requesting or notifying it (i.e., Displaying hours available on Google calendar)
  - Flexing hours as opposed to using up vacation/sick hours or reducing hours to less than 40hr/week and using part or all a vacation/sick day to maintain budgeted payroll hours of 40hr/week. Taking vacation or sick day pay to be paid for out of office hours.
  - Samm wanted to clarify about the collective agreement and potential abuse of paid leave.
  - Board approval of flexing hours as needed in alignment with outlined in collective agreement.
- Canada Summer Jobs (5 mins)
    - Applications for summer jobs are due next Friday January 29th, 2021.
    - Government allots 8 weeklong positions.
    - Nicola: Proposal for applying for subsidy for two positions. For programming coordinator (8 weeks long) and special events coordinator (8 weeks long), can hire one person for 16 weeks or two people for 8 weeks each.
    - Will be a reduction in ability to program with pandemic, Robert suggested modifying role.
    - Addison motions to approve applying for two positions and modifying them for what is doable during the pandemic, Heidi seconded.
  - Coordinator Evaluation (5 mins)
    - Heidi made a note that board's often host in camera sessions after all board meetings as a space to debrief and will be sending an email with more details to continue this discussion.
  - Phone Bill and mobile (10 mins)
    - Tabled to next meeting.
  - Workshops (5 to 10 mins)
    - Tabled to next meeting.
  - Next Facilitator and note taker volunteers (5 mins)
    - Robert mentioned sending an email asking about interest in a facilitator or note taker for next board meeting.
    - Faith is comfortable taking notes for our next meeting if there are no others interested.

**\*\*Note\*\***

Nicola left at 3:58pm, ending the zoom meeting as host. Alex and Addison left at 3:58pm when zoom meeting ended abruptly. Heidi, Robert, and Faith returned, but lost quorum to be able to continue with any further decision making.

**Next Meeting:** Tentatively booked for Thursday Feb 4<sup>th</sup>, 2021 @ 2:00pm

**Motion to Adjourn:** Adjourned @ 4:11pm (without quorum)