

OPIRG Peterborough Board Meeting Minutes

November 18th, 2020 Via Zoom

Attendance: Robert Gibson, Faith David, Miranda Z, Samantha MacAndrew, Samm Medeiros, Mohamed Farah, Sakina Zaidi, Addison Clement, Heidi Sidky, Angela Connors, Nicola Koyanagi

Regrets: Diya Shah, Alex Brown, Al Beck.

Announcements:

Called to Order: 2:03 pm

Land Acknowledgement

Check-In

Staff Report:

Sam:

- weekly meetings: Mondays with student staff, Wednesday with placement students together, Thursday placement students separate
- updating socials
- updating sadleirnet (hiring, free market meeting min, my hours, ongoing finances)
- updating website: including board application in forms section and get involved section
- prepping consensus training for Community Race Relations Committee
- putting together Algonquin 101 event with Lynn and Veldon for November 26th at 7pm (FB event page, eventbrite, registration, sponsorship request to sustainable trent)
- completed reference for previous placement student (MA program)
- checking in with working groups (making sure we get copies of meeting minutes for our records and open communication)
- reviewing all Coordinator applications, organizing hiring committee, interview dates, interview question guidelines, checking references, etc.

-connecting with accountant about year end financial review, received notice for year end so also put together all important files to bring to them.

-processed ROEs

-reviewed lit review form Diya on increased course load on students during covid also talked about updating website

-provided reference for a placement student.

-assisting in planning AGM

-getting together documents for financial year end report with accountant

-prepping and training new Coordinator

-went to bank and dropped of levy cheque

Nicola:

- *office tour*
- *attended staff meeting*
- *reviewing payroll process for TWSP and TIP*
- *IPT account for placement students*
- *reviewing sadlier net files*
- *cheque deposits and filing through Quickbooks and in the office*
- *reviewing Budgets and budgeting process*
- *financial review breakdown (how to access reports and print from Quickbooks)*
- *health and benefits insurance registration and review of benefit plan*
- *signed contract*
- *reviewed process for levy refunds*
- *will be attending Ontario PIRG AGM and will provide a report (collab with Addison)*
- *carefully reviewed Collective Agreement - noted that union label needs to be displayed in office*
- *attended Sann's office hours*
- *created updated timesheet on excel (will upload to sadlier net bi-weekly but will update daily and can be provided immediately upon request)*

- *reviewed 2020 meeting minutes*
- *browsed through previous emails and annual reports*
- *attended Samm's office hours*
- *met with Placement Students*
- *attended beginning of Gift Card Policy meeting*

Student Staff:

Diya Shah:

- Meeting with Samantha to review the literature review and website suggestions
- Looked at previous research and started compiling it for the website
- made sample posts for instagram to be looked at and approved
- made infographics for previous research
- Emailed Ryan and corresponded with him to get additional information for previous researches
- Posted on socials for the research project
- Posted polls to gather some information
- Payroll sheet
- attended staff meeting on monday
- Attended the Gift Card Policy meeting

Sakina Zaidi:

- Send out a reminder email to all clubs/groups about collaboration with OPIRG. -
- Attended student staff meeting on Monday with Samantha.
- Scheduled a meeting with TISA and Islamic Relief to discuss further about organization of events/workshops.
- Signed doodle-form for representing OPIRG at International Women's Day event organization
- Responded to emails, including emails from TISA, Islamic Relief and TCSA about collaboration on future events.

- Reviewed Sadleir Net to get an idea of the kind of events organized on International Women's Day.
- Reviewed the community calendars to ensure that the Algonquin 101 event information was posted successfully.

Alex Brown:

- emailed with a volunteer about opportunities (running supermarket tours come the new year or helping with research for updating the booklet right now - still waiting on a reply) - reached out to two professors at Trent who may use the supermarket tour in their courses about any feedback they may have (still waiting on a reply)
- continued critically reading and making notes for updating the booklet and I should be starting working on the research and updates by next week

Al Beck:

- Met with Sam and other coordinators
- Finished "about us" post and posted it
- Met with Samm and Phoenix during office hours
- Finished mind map and sent to working group for consensus
- Responded to emails
- Corresponded with other organizations about donations
- Corresponded with working group through slack
- Sent volunteer and working group info to Miranda the volunteer coordinator -
- Met with Rob during office hours
- Filled in when to meet for AGM meetings
- Edited mind map as per Rob's comment
- Researched free little libraries
- Made Buy Nothing Day post
- Made "donation alternatives" post
- Filled out donation alternatives chart

- Set up meeting with Heidi
- Reached out to 2 community members over Facebook, provided them with the survey -
Met with Sam, Nicola and other Coordinators
- Met with Heidi
- Set up a time with Sam to go to the office to begin cataloging process
- Researched cataloging processes to ensure efficiency
- Began working in Mailchimp and getting comfortable using it
- Reached out to the Rotary club to inquire about their organization of the Free Little
Market
- Reached out to the Farmers Market to inquire about a table for the free market

Miranda Z:

- Attended Monday staff meetings
- updated socials, Motivation Monday posts and promotion for working groups and various clubs
- planned out an instagram live for working groups and volunteer interests
- updated working groups pages on the website
- created volunteer job descriptions to promote
- Instagram Q&A about volunteering with OPIRG
- responded to emails

Placement Students:

Faith David:

- *worked with mohamed on housing event, rough draft for poster, google slide presentation* ·
- Met with WUSC who are hoping to collaborate*
- *reading Lynne's book, finished reading TRC's calls to action*
- *updating harassment and sexual violence policy*
- *emailed consent @ Trent today to review definitions (hoping to have ready for next board meeting)* ·

met with their faculty supervisor

- *attended gift card policy meeting*
- *attended an event about housing and how it's been impacted by VOID*

Mohamed Farah:

- Similar things to Faith re: WUSC
- Emails to Trent Housing/Housing resources (no reply yet)
- hoping with more time to do online housing event in January, hoping to involve more agencies
- meeting with faculty supervisor was postponed

Board Reports:

Addison Clermont:

- Signed CELA letter on behalf of OPIRG ptbo/nogo
- kept up to date with Provincial Emails

Robert Gibson:

- made agenda for the meeting & sent the zoom link
- signed forms for health/benefits for niko
- attended gift card policy, sent link for that
- Signed CELA letter
- checked emails

Angela Connors:

- participated in coordinator hiring interviews,
- provided ARAO training for OPIRG working groups

Samm Medeiros:

- Free market: took minutes, made agenda, made newsletter, sent zoom link

- crafted gift card policy
- working with AI to see how they can support
- attended office hour

Heidi Sidky:

- met with Amnesty Int'l
- took part in hiring committee
- met with AI to discuss how they could offer support with free market stuff

Approval of Agenda:

Motion to approve the agenda.

Motioned by Angela. Seconded by Samm. Board consensus.

Passed Motions via Email:

Motion that OPIRG Nogjiwanong sign onto this letter in support of CELA.

Sent via email November 7, 2020, reached consensus on November 8, 2020.

Motioned by Robert. Seconded by Samm. Board consensus.

Motion to support the recommendation of the hiring committee to hire Nicola Koyanagi as Coordinator of OPIRG Peterborough.

Sent via email November 11, 2020, reached consensus on November 12, 2020.

Motioned by Robert. Seconded by Addison. Board consensus.

Old Business

1. *Approval of updated meeting minutes for October 21st, 2020*

Motion to approve updated meeting minutes for October 21st, 2020 and most recent meeting minutes from November 4th, 2020.

Motioned by Samm. Seconded by Robert.

Stand Aside: Angela & Heidi. Board consensus achieved.

2. *Amnesty International Working Group Bank Account:*

Heidi:

- met with Amnesty Int'l re: our concerns about signing over responsibility ● had discussed us letting them keep a safe in our office, but their treasurer recently backed out of that; saying they need a letter from us saying they are in fact a working group

Sam:

- suggested we contact the bank and get clarification on what it is they want and approach adjusting our working group policy
- Amnesty Int'l is a chapter of the larger organization

Samm:

- sees this as a potential educational opportunity for working groups re: grassroots movements

Nicola:

- thinking to the future is important

Angela:

● should have a clear directive re: financial obligations/guidelines/expectations ● maybe we ought to speak to working groups re: what happens if this group is dissolved, so then whomever is there @ the dissolution of a group knows how to proceed Robert:

- recorded the idea of creating/hosting some kind of grassroots financial literacy workshop/seminar as part of the AGM
- reminded us that there is \$100 set aside for each working group

Mohamed:

- re: Faith's question about AmInt'l Trent's association with Trent as an official group, believes the group came together too late to register as a group

Action item: Heidi will set up a meeting with AI@T.

Heidi will contact the bank so we can get clarification from their end on what we'll be signing.

Angela had to leave due to time constraints (1500)

New Business

1. Black Lives Matter Nogojiwanong Working Group Application

Sam: hasn't responded to their meeting but they have contacted us re: applying to be a working group; re: board portfolios, it falls under Sam & Heidi's

Nicola: has been working with BLMNogo since the summer, concerns re: burnout and they are trying to increase engagement; seeking support with foundational/structural things and increasing capacity

Sam: Are we accepting applications?

Samm: thinks we should have more working groups and believes this could be a good educational opportunity for Nicola; cautious about giving people inaccurate information Heidi: believed there was uncertainty regarding the transitional period and the lack of certainty, expresses being in favor of more working groups

We're still open to accepting them, regardless of outcome

Samm: there's opportunity for groups

Action Item: Sam will contact BLMNogo and express that we are accepting applications and will be available to answer any questions they have about the process.

2. New Coordinator Hours (Nicola):

- some previous engagements, attending PAGM this weekend
- out of office thursday and friday afternoon
- away wednesday afternoon around 2:30
- Otherwise: 9-5 M-F
- Re: COVID protocol, they will be available online if not in the physical office space
- There is NO real ventilation in the office
- tenants are responsible for cleaning their own offices, we've been given special permission to leave our office's door open while using the office
- General agreement that approve the outgoing and current coordinator establishing an

adaptive set of safety measures in response the ongoing pandemic

Action item:

**Sam and Nicola will work on creating a COVID safety protocol re: using the office space
Sam will address the concerns re: ventilation, look into possible air purification systems**

3. Updating Signing Authority

**Motion to add Nicola Koyanagi as a signing authority effectively immediately, and to
remove Samantha MacAndrew as a signing authority, effective December 4th, for our bank
account # 4262682.**

Motioned by Robert. Seconded by Heidi. Board consensus reached.

4. Credit Card (Sam)

- as previously discussed we should not be expecting the coordinator to cover credit-card expenses out of pocket, accessibility concerns re: financing the organization ● looking at \$0 credit card, which would only have 1 signing authority
- card would be through our bank, through collabria
- need to do this quickly since Sam is leaving in December but we need to do this
- should not have to expect a staff member to provide money up front and then be reimbursed later
- intended uses: website, domain name, quickbooks (all credit card specifically)
- intention to keep credit card in the safe, including text updates?
- need to think about how this fits into the pre-existing portfolios and potential policies

Heidi left due to time constraints (1543)

Action Item: Sam will forward credit card information to the board

**Nicola/Addison will add the question re: credit cards during our summary/checkin portion
and record potential contact information.**

Board members will review the credit card information

**Motion to make the credit card discussion the first piece of business on the agenda for our
next board meeting.**

Motioned by Samm. Seconded by Addison. Consensus reached

Other Business:

check out:

- possibly shorten the check-ins @ beginning and implement some kind of brief eye/physical break (stretching the body/eyes) to counteract zoom fatigue

Student Staff & Placement students left (1603)

Motion to move into a brief in-camera session at the conclusion of staff check-outs.

Motioned by Samm. Seconded Robert. Consensus reached.

Moved in camera (1604)

Next Meeting: December 2, 2020

Motion to Adjourn: 3:23pm

Motion to Adjourn

Motioned by Samm. Seconded by Robert. Board consensus.

Task Review

Heidi will set up a meeting with AI@T.

Heidi will contact the bank so we can get clarification from their end on what we'll be signing.

Sam will contact BLMNogo and express that we are accepting applications and will be available to answer any questions they have about the process.

Sam and Nicola will work on creating a COVID safety protocol re: using the office space

Sam will address the concerns re: ventilation, look into possible air purification systems

Sam will forward credit card information to the board

Nicola/Addison will add the question re: credit cards during our summary/checkin portion and record potential contact information.

Board members will review the credit card information