

**OPIRG Peterborough Board Meeting**  
**Minutes May 4th, 2021 Via Zoom**  
**Minutes by: Jenn MacDonald**

Attendance: Robert Gibson, Addison Clermont, Heidi Sidky, Jenn MacDonald, Nicola Koyanagi, Mohamed Farah, Angela Connors

Regrets:

Announcements:

Called to Order: 4:04PM

Land Acknowledgement  
Check-In

Staff Reports:

*Nicola Koyanagi (Coordinator):*

- Updated passwords with help of Jenn. The password sheet has been updated and the SadleirNet password has been changed. New password is posted in Slack. There are some passwords that link to sensitive information, please only use the passwords that are relevant to your work :)
- Sent coalition partner letter RE: Mental Health was sent to Future Majority
- Signed and dropped of the letter to the bank for the Free Market
- Signed and sent a letter in support of Curve Lake's Wellness/Pride event and informed them about our sponsorship funding.
- Had an interview with a BSW Placement student for next Fall, Theresa!
- Sent Inquiries to various local website developers (PuzPuz: had consultation with Jenn and Danny; Black Cap: got online proposal; Three Loud Crows: had phone conversation with M-J, got some really helpful advice), I also submitted a form to [UX Rescue](#), an org that links volunteers with non-profit orgs to help them out with websites etc.
- Organized Board meeting survey and when2meet to decide on meeting frequency. Here are the [results](#). While many people see the benefit in bi-weekly meetings, due to capacity, we will continue to meet monthly on Tuesdays at 4-6pm. Every Tuesday from 4-6pm when there is no board meeting, there will be an option drop-in co-working session. There will also be more online motions, so please continue to check Slack.
- Met with Rob, Jenn, and Addison to determine how to have more efficient meetings. Please review the notes [here](#).
- Completed Final Evaluations with Placement Students
- Completed Exit Interviews with Student Staff
- Finalized reimbursement for Staff & Volunteer Appreciation event (Thank you! Party)

- Met with Addison to write email to Lynn Gehl
- Met with Rob during his office Hours
- Did virtual workplace visit with Katimavik, interviewed volunteers
  - Daehani was placed with OPIRG Peterborough! We did an orientation and created a [commitment agreement](#). Daehani will be focusing on social media outreach, helping out with the newsletter and website, and raising awareness about homelessness in Peterborough. Please let me know your thoughts on this!
- Coordinated Board Retreat, met with Natty, and planned the morning session
- Edited/Updated Board Portfolios and Board Committees
- Helping coordinate Board Training. **UPDATE:** Unfortunately, Baolin got sick with Covid-19 and so we are working on reworking the day, perhaps with a different facilitator or topic. I will keep you informed about any progress. I also invited Samm and afterwards let her know about this update.
- Met with Haven from TQC to help them set up a Payroll system
- **Phone Update:** Banana Repair was sold out of iPhone 8, but agreed to sell us the iPhone 8 Plus for the same price (\$490 +tax). I was able to switch over our office number to the new phone. We also got 2 months free service and a cheaper plan than expected! \$60 +tax/month with 10GB of data. I had to pay a \$500 deposit to set up the account, but it should come back to me after 6 months.
- Met with Hiring Committee -- see committee updates
- Following up with GreenSheild and LTD -- I was not added to these insurance plans, but I believe everything is now sorted out.
- Meeting with Internal Development Collective for Ontario PIRG
- Created May 2021 Newsletter with Daehani's help
- Planning to meet with Heads Up For Inclusion May 25th at 10:45am

Additionally, I have been keeping up with social media, weekly volunteer meetings, financial duties including bills, reconciliation, remittances, WSIB, union dues, payroll etc.

#### Board Reports:

##### *Robert Gibson:*

- Attended the Board Retreat (7 hours not including lunch).
- Attended meetings of the hiring committee (2 hours ish).
- Attended staff evaluation meeting.
- Attended first group working meeting.
- Spoke up about Change Room changes (sent letters both personal and on behalf of OPIRG).
- Attended [Organizing together during a pandemic](#).
- Checked emails and followed up with correspondence (i.e. board portfolio selection, when2meets etc.)
- Created, shared, and reviewed agenda.
- Signed checks?
- Hosted meeting for creating methods for shorter meetings [Shorter meetings](#)

- Sent Freedom of Information Request regarding Change room design decision which was not approved by Council so that the survey results will be seen
  - (Council did not look at survey results).
  - Will update if any development occurs.

*Addison Clermont:*

- Attended board retreat session.
- Attended provincial co-working session and potluck.
- Attended multiple finance & admin collective meetings to discuss book keeper contract, improving benefits.
- Preparing info session on benefits.
- Set meeting with Angela to discuss OPIRG's position as the employer for upcoming CBA negotiations.

*Heidi Sidky:*

- Met with Jenn and Robert for staff evaluation.
- Met with David Reynolds about OPIRG website.
- Attended board retreat.

*Jenn MacDonald:*

- Edited and sent out meeting minutes.
- Met with Nico to discuss the current website and look at Wordpress.
- Met with Danny Taro with Nico to look at website development options.
- Attended Rob's office hours to discuss shorter meetings.
- Helped Nico change passwords.
- Met with Rob and Heidi about staff evaluation.
- Uploaded AGM approved minutes from 2020 and minutes from 2021 to Sadleirnet.
- Completed Nico's staff evaluation and scheduled meetings to address the work plan and areas where Nico is looking for more support.
- Attended board retreat session.
- Working on gathering HR files as staff liaison.
- Met with Hiring Committee to (Nico, Rob and myself)
- Reviewing website quotes and CSJ applications as they come in.

*Angela Connors:*

- Attended board retreat session.
- Reviewed meeting documents and materials.
- Got updated on communications and Slack.
- Reviewed the Collective Agreement.
- Set up meetings for review of collective agreement.

*Mohamed Farah:*

- Attended board retreat session.
- Joined Nico and Rob for co-working meeting.

*Mikayla Livingston:*

- Met with Nico (May 4<sup>th</sup>, 2021).

Volunteer Report:

Daehani (Social Media and Outreach Coordinator):

- Completed Commitment Agreement and work plan with Nico
- Created posts for social media to introduce myself, raise awareness about homelessness, and promote the OPIRG Ptbo newsletter
- Created a blog page to add blog content to the website
- Added AGM annual report and financial report to the website
- Worked on the May 2021 newsletter
- Created a blog post for the week

Approval of Agenda:

**Motion to approve the agenda.**

Motioned by Addison. Seconded by Angela. Board consensus.

Passed Motions via Email:

1. **Motion to deny funding request for Ask an Algonquin.**  
**Motioned by Heidi. Seconded by Mohamed. Addison stands aside (discussion is in email thread).**
2. **Jenn motioned to support sending a letter in support of a grant regarding Curve Lake First Nation's Pride/Wellness event. Consensus reached.**
3. **Motion to support Nicola's request for Wednesday May 5th, 2021 to be a paid professional development day.**  
**Motioned by Addison. Seconded by Jenn. Consensus reached.**

Old Business:

Approval of meeting minutes from [February 3 2021](#) [April 7th 2021](#)

**Motion to approve minutes from February 3<sup>rd</sup>, 2021.**

Motioned by Addison. Seconded by Angela. 2 abstentions. Consensus reached.

**Motion to approve minutes from the April 7<sup>th</sup> 2021 meeting.**

Motioned by Angela. Seconded by Heidi. Consensus reached.

1. Seeking funding for MMIWGwD
  - Addison is interested in revisiting this event and proposes that OPIRG take on the event as a collaborative project.

- o Addison and Nico had difficulties in writing the letter and found areas where the event could further the mission of OPIRG.
- Jenn expresses that there may be support from the Fleming DSW program
- Angela reminds the board of thinking about how we make decisions as a board and staying true to our decisions, and that we have discussed how we support the community through sponsorships in a fair way.
- Heidi asks if we have asked why the research dissemination wasn't being supported by the government who sourced this work.

**Motion to support Addison and Nico taking further action on finding potential funding support and partnerships to support this event.**

Motioned by Addison. Seconded by Heidi. 2 stand asides. Board consensus.

**Action Item: Nicola and Addison to work on looking for funding opportunities to support the event on MMIWG and disability. Heidi has offered support.**

2. Shoe Strike Budget and Progress

Reference Article: [Shoe Strike in Pickering - Someone's home - free](#)

- Shoes were brought to a location for collection
- Robert created a proposed draft budget with 3 potential options ([Proposed Draft Budget](#))
- The lockdown would impact these options.
- Some organizations may be interested in collaborating/volunteer; Fridays for the Future, KWIC, Free Market WG, etc.
- For awareness for the wetlands, but could be used for other justice related issues.
- Rob is looking to motion to go forward with the option 1 (At-home, DIY) with up to \$50 for advertising from budget line "events".

**Motion to table this discussion until the next meeting.**

Motioned by Robert. Seconded by Addison. Board consensus

**Action Item: Rob to flesh out the idea a little more with more details as to where the collection would take place, what is required, and how this applies to ongoing social movements/protests etc.**

3. Website [OPIRG](#)

a. [PuzPuz](#)

- Would have to move to webflow – a new website developing site.
- Was not as well versed in accessibility
- Proposal was a bit higher than OPIRGs budget at estimated to be \$8000

b. [Black Cap](#)

- Works in wordpress
- is most familiar with accessibility and the AODA

- Would be a simple website overhaul and would require OPIRG to create content for the webpage.
  - total of \$2644.20 before HST.
  - c. [Three Loud Crows](#)
    - most helpful; was given information about reorganizing the website, accessibility formatting
    - Unavailable until September
    - Proposal was \$2169
  - d. Nico
    - Has the ability to edit the website herself but would take longer than outsourcing it.
    - May – August contract is only 30 hours a week
- Nico is suggesting that we go with Black Cap to help OPIRG with needed website updates.
  - Angela asks if we have a budget line for this item – there currently is not but Nico reminded the board that we have an extra line of \$30,000
  - Angela asks if we have a budget for any computer/tech/software updates?
    - contract line for contract labour and honorarium has unused funds of \$3250.
  - Rob mentions to take into account diversity in our selection to outsource labour.
  - Jenn mentions the liability and urgency to accommodate new AODA requirements and meet our mission of creating an accessible space, and outlines that quoted prices are not out of the norm for website development.

**Action Item: Nico to search for more website developers from a diversity standpoint that are local to the Williams Treaty.**

**Motion to move forward with Black Caps proposal pending the absence of other options that would support someone from a marginalized background.**

Motioned by Addison. Seconded by Robert. Consensus reached.

4. Revisiting Communications and [Slack](#)
  - reminder from Nico to look at channel descriptions to insure correspondence is going in the right location.
  - Nico was under the assumption that all OPIRG correspondence will happen in slack and items that need to be archived will be in minutes, or can be uploaded separately in Sadleirnet.
  - Nico will work on reducing slack channels

New Business:

1. Mikayla's Leave of Absence

**Motion to support Mikayla's 4-month leave.**

Motioned by Addison. Seconded by Angela. Consensus reached.

**Action Item: Addison to follow up with Mikayla to let her know about approved request.**

2. Board Portfolio Selection confirmation
  - o Nico reminds the board to look at board [portfolio and committee document](#) to choose interested positions.
3. Review of Board retreat/follow up
  - o Board to schedule time for a follow up session.

**Other Business:**

1. Please send Board Contracts
  - o Everyone but Rob and Angela need to send in a board contract.

**Action Item: Board members to follow up with board contract.**

2. Please RSVP to Strategic Planning Pt 2
  - Baolin is unavailable due to unforeseen circumstances.
  - Nico reminds the board to reply to when2meet
3. Reminder regarding optional co-working session Tuesdays 4-6pm
4. Please schedule office hours
5. Please send receipts for reimbursement!
6. May - August Schedule and Vacation schedule
  - o Nico is looking to take 2 week's vacation during a time that approved by the board and acceptable for OPIRG.
  - o Is also requesting to use the rest of her vacation to take Fridays off.
  - o Nico to schedule summer hours (30 a week) on the google calendar.

**Action Item: Nico to send a formal request for vacation to the board.**

Check out

Next Meeting: Tuesday June 1<sup>st</sup>, 2021 4-6pm

Motion to Adjourn:

**Motion to Adjourn.**

Motioned by Addison. Seconded by Angela. Board consensus.

Adjourned at: 6:13PM

Upcoming Events/Dates:

Action items:

**Action Item: Nicola to get in touch with the bank to get details on obtaining a credit card.**

**Action Item: Nicola and Addison to work on looking for funding opportunities to support the event on MMIWG and disability. Heidi has offered support.**

**Action Item: Rob to flesh out the idea a little more with more details as to where the collection would take place, what is required, and how this applies to ongoing social movements/protests etc.**

**Action Item: Nico to search for more website developers from a diversity standpoint that are local to the Williams Treaty.**

**Action Item: Addison to follow up with Mikayla to let her know about approved request.**

**Action Item: Board members to follow up with board contract.**

**Action Item: Nico to send a formal request for vacation to the board.**