

**OPIRG Peterborough Board Meeting
Minutes September 9th, 2020 Via Zoom**

Attendance: Jenn MacDonald, Robert Gibson, Samm Medeiros, Heidi Sidky, Sam MacAndrew.

Regrets: Addison Clermont

Called to Order: 2:03pm

Land Acknowledgement
Check-In

Staff Reports:

Sam (Coordinator):

- contacting Trent about getting our statement (last one was June)
- Free Market office hour Aug 12th reviewing consultation scripts, questions, etc.
- DisO planning weekly meeting with Gabby (and assisting between meetings for DisO details)
- weekly staff meetings
- attended levy groups meeting: review that no more than 10% of levy should be lost, events in person on campus will need new risk management form, virtual clubs and groups on Sept 11th.
- assisting TQC with banking/signing authority (Went to bank as well), as well as finances, and AGM planning
- worked on zoom spotlighting/recording/etc. for events
- bought totes for free market storage (and dropped off at office). Dropped off donations 2x
- paid and picked up laptops from reBOOT Canada
- calls with Crystal for Nogojiwanong Solidarity with 1492 LandBack Lane event.
 - Also, separate meetings to go through how zoom works
- signed up for clubs and groups day
- picked up supplies for DisO orange t-shirt beading
- call with Jill from Trent radio about DisO and how we can collaborate
- called Myles about FNB event for DisO
- setting up one of new laptops for me to use (my computer isn't working now unfortunately)
- posting TWSP jobs on socials and website
- attended and assisted with tech for Nogojiwanong Solidarity with 1492 LandBack Lane
- attended Free Market consultation Aug 22nd and assisted with tech
- Aug 24th went to office to organize free market room and drop off more donations
- vacation Aug 31-Sept 4

- finances: LTD, green shields, remittances, etc. (making sure everything is right for year end)
- adding all DisO events onto our online calendar, KWIC calendar, hard copy calendar in office

Cait (Last staff report):

- Nearly completed disassembling the Free Market
 - Sam picked up the majority of contents that need to be donate
- Created infographic about the Free Market and its creation
- Participated in the Free Market Committee
- Continued to scan documents got to the year 2006-2007
- Cleaned up Sadleir net files to ensure there were no duplicates etc.

Gabby (Last staff report):

- Receiving and replying to emails from groups who are participating in Disorientation Week to finalize plans/making suggestions to ensure events run smoothly
- Bought all of the supplies for Orange T-Shirt Beading Circle event after price and bulk comparing between multiple stores
- Finalized the Disorientation schedule and made two versions of it, one with room to thank sponsors and one with OPIRG's social media information
- Followed up with groups to ensure they felt comfortable running their event/ checked that their event planning was coming together
- Reached out to OPIRG's board to see if someone was willing to help Michael Eamon run his event
- Finalized most of the posters (waiting for more info from PTBO Poetry Slam's event)
- Emailed all the groups about interviewing with Trent Radio
- Created and published almost all the Disorientation Facebook event pages (excluding PTBO Poetry Slam's event)
- Updated OPIRG's website with DisO 2020 Information
- Creating Eventbrite registrations for groups who need to limit the amount of attendees
- Emailed groups who we agreed to reimburse about their mailing addresses/ keeping track of this info in the planning excel sheet
- Drafting a newsletter to send out advertising for DisO
- Working on advertising DisO and sharing the Facebook Events with as many people as possible

Board Reports:

Addison:

- Attended the in-person Free Market consultation meeting

Robert:

- Attended the second online and in-person Free Market consultations
- Signed cheques
- Prepared agenda for board meeting
- Staying up to date on OPIRG correspondence and topics of interest

Angela:

- Is now returning with a bit more capacity

Jenn:

- Attended all 3 of OPIRGs Free Market consultation meetings
- Took minutes and created a FAQ sheet re: Free Market from consultations
- Shared OPIRG updates on social media
- Reviewing resumes as they come in for the student positions

Samm:

- Sent out invitations to the consultation meetings
- Developed package for the in-person meeting
- Helped coordinate and attended the online Free Market consultation meetings
- Sent follow up email to all interested in the joining the working group
- Will be sending out more information soon about Working Group meetings

Heidi:

- Put up posters DT for the consultation meetings
- Donated stuff from the FM
- Clubs and Groups day practice test
- Will be helping Sam with the dumpster

Approval of Agenda:

Motion to approve the agenda.

Motioned by Angela. Seconded by Heidi. Board consensus.

Passed Motions via Email:

- **Motion to support OPIRG gaining signing authorization for the Trent Queer Collective, as a parent organization and as requested by the TQC.**
Motioned by Robert. Seconded by Samm. Board consensus.

Old Business:

- *Approval of past meeting minutes for July 22nd, 2020 and August 11th, 2020.*
Motioned by Samm. Seconded by Heidi. 1 Stand-aside. Board consensus.

- *Review of Board Retreat* – Motioned to table the reviewing of the Board retreat until the next in-person board meeting. Consensus reached to table.

- *Draft Budget*
 - INCOME
 - Sam Suggestion: from information gathered about student enrollment
 - take a 10% levy deduction budget line
 - Green Dishes – lowered \$200 due to Covid and the program not being in demand.
 - Other Revenue – what we get back from the bank in interest.
 - TIP wage subsidy – we are currently on the waiting list for a position out of 2 we applied for (1 position is roughly \$1600) this may change the budget line.
 - Trent Levy – Sam did a calculation to get an average – 10% max estimated decrease (Nona Robinson does not expect a more than 10% deduction in levy fees)

 - EXPENSES
 - Accounting – for questions needed from an accountant
 - Advertising – Spent more on advertising due to lack of on campus presence due to COVID.
 - Board Retreat – facilitator costs will always be there but we can use our own facilities.
 - Computer – put nothing because we just got new computers
 - Samm suggests adding something in the budget line in case of repairs.
 - Contract/Honorarium – may change due to TIP as we have only been approved for one TIP position and are waitlisted for the other (which we assume we will not get)
 - Increasing this budget line \$500 to \$3500 in order to cover an additional TIP contract and other expenses to cover
 - Copies & Maintenance – anything related to facility and equipment costs.
 - DisOrientation – New budget of up to \$3000 as this year we have taken on the facility costs as the main organizer which has led to higher costs
 - Domain Name – prepaid for multiple years at once
 - Financial Training/Software – Increased from \$700 to \$1000. Our Quickbooks is at least \$600. Other amount is available for staff and board to attend meetings/trainings on behalf of the organization
 - Health Benefit – This year was increased due to provincial book keeping being overwhelmed and proper amounts not being communicated and the increased costs for the plan due to OPIRG Provincial layoffs.

- Office Equipment – Left at 0 because we were going to be holding off on buying new furniture due to COVID and the uncertainties.
- Office Supplies – Increased \$250 to support staff home offices
- OPIRG Provincial – Increased to \$2000 due to the equalization formula which PIRGS give into the Provincial budget
 - Provincial currently owes OPIRG Peterborough \$5000 for staff termination expenses.
- Rainy Day Fund – changed due to pulling from this line to fill other lines
- Sponsorship – Decreased \$1000 from last year
- Staff Appreciation – budgeted for \$50 each for staff member
- Volunteer Appreciation – increased \$150 as it is more vital to show appreciation to those who help our organization
- wages TWSP – Increased to match the amount we spent last year which will now be the new average
- Wages Coordinator – closest estimate but is still waiting on the approval from provincial
- Website – already prepaid for
- What is not budgeted
 - more swag items
 - increasing pay for staff members that continue working for OPIRG
 - Discussion over the idea of paying returning staff members
 - Sam identifies how this could be perceived negatively in the community
 - Angela provides insight on the optics of paying some staff more than others
 - It was decided that for this year this will not be included but will have a further conversation later on.

Action Item: Sam to organize hiring and post for research coordinator position (TIP)

Budget Re-working to avert deficit

- AGM – decreased from \$1500 to \$1000
- Events & Workshops – Decreased \$2500 to \$2000
- Contract Honorarium – Decreased from \$3500 to \$3250

Motion to approve the Draft Budget for the 2020-2021 fiscal year.

Motioned by Angela. Seconded by Robert. Board consensus.

- *Programming – Green Dishes*
 - Robert wanted to discuss the program due to the uncertainties of it due to COVID
 - Sam suggests that we do not use the Green Dishes program for this year due to the challenges presented by COVID and the health and safety risks

- Board discusses the possibility of using a sanitizing station at a different facility and to see what Trent is doing
 - other facilities would be difficult to use and Trent is using a compostable container policy only
- Discussion of creating a Green Dishes working group

Action Item: Samm & Robert to meet and discuss the Green Dishes Program.

- NOTE: To have another discussion about Free Market during last 2020 meeting.

- *Review of Free Market consultation meetings*
 - Robert: Was present at 2 of the three.
 - The in-person meeting had 6-7 people attended and provided feedback
 - There were past board members and past staff present
 - One of the main concerns was around language used regarding the changes of the Free Market and how it is communicated
 - Samm:
 - the online meetings were not as successful
 - Jenn:
 - A lot of discussion was around the need for more transparency about the changes of the Free Market
 - Angela:
 - Suggests maybe having another meeting and having the Community Mediation group come in
 - Heidi:
 - suggests inviting the working group members to the new meeting

- *BLM Nogojiwanong Update*
 - Sam reached out and thanked for the message but did not reach out about any further solidarity letter
 - Sam is collaborating with them for DisOrientation
 - Sam will send a follow up letter after DisO about further support

- *DisOrientation*
 - One of our events with the poetry slam is not fully organized
 - They want to have it at Sadleir but the house is not opening
 - There are challenges in getting in contact to further plan the event

Action Item: Sam requests that every board member attend at least one event.

- *Office Operations (student + placement Staff)*
 - Sadleir house will not be opening to the public
 - For placement students, the university requested everything preferably be online.
 - Sam: What would the board like to do with the student placements? Is the board comfortable with placement students working online?
 - The board is in consensus that placement students to begin working online
 - TWSP positions
 - if a student staff needs to have office hours, Sam would have to personally unlock to doors so they can access the building
 - Sam: Is the board comfortable with staff members working online

Action Item: Sam requests if board members can give a 1hr virtual office hour where staff members can contact them to meet and ask questions

- *Online Banking*
 - Sam: does not have the form signed yet for online banking. Robert or Addison needs to sign and take on the responsibility of online banking
 - Sam also needs cheques signed – Robert will meet on Friday to sign them.

New Business:

- *Trent Radio*
 - requested a 60 second promo clip about OPIRG
 - Samm & Robert will work on the ad
 - Samm: What content would we like in the ad?
 - personal experience of being in a working group
 - Sam was also asked to do a recording for DisOrientation Week

- *6 Nations*
 - Karl Dockstader was arrested attempting to try and document a land dispute in Caledonia
 - Robert: Wondering if we want to make a statement with other Groups
 - Board reached consensus that information about the incident will be generally shared online

Check out

Next Meeting: Robert to send a when2meet to find out the boards regular availability for future board meetings.

Motion to Adjourn:

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Motioned by Jenn. Seconded by Angela. Board consensus.

Adjourned at: 4:51pm

Action items:

Action Item: Sam to organize hiring and post for research coordinator position (TIP)

Action Item: Samm & Robert to meet and discuss the Green Dishes Program.

Action Item: Sam requests that every board member attend at least one event.

Action Item: Sam requests if board members can give a 1hr virtual office hour where staff members can contact them to meet and ask questions

Action Item: Jenn to create and post about working group recruitment.