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OPIRG Peterborough Board Meeting Minutes

Tuesday June 22nd, 4:03PM via Zoom

Minutes by: Jenn MacDonald

Facilitated by: Robert Gibson

Time Keeper:

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

Regrets:

Announcements:

Called to Order: 4:05PM

Land Acknowledgement
Check-In

Staff Reports:

Nico Koyanagi, Coordinator:

- Supported Every Child Matters Memorial by creating posters, stickers, and buttons
- Work with Internal Development Collective to offer a review for the Provincial Bookkeeper etc.
- Supported Every Child Matters Letter Writing Campaign development
- Met with the Hiring Committee to debrief hiring process
- Final Evaluation/Exit Interview with Daehani
- Met with Pat from Black Cap Design to begin Website Redesign process
- Set up Sadleir Net with Admin and Staff access to better protect sensitive Human Resources information
- Coordinating **Board Training for July 10th 10am - 4pm** with Baolinh
- Re-formatted and edited *Consensus Booklet OPIRG Peterborough 2021* to provide to the Levy Groups and for our own resources. This can be found on Sadleir Net under this title and in Slack

- Paid annual Directors and Officers Insurance. Discovered Liability insurance was cancelled in 2019 due to lack of payment. I am working with the Insurance Brokers to find a new policy.
- Applied for the No-Fee Credit Card with Peterborough Community Savings. Currently I will be the only one with a card, but if we want to get additional cards that is possible.
- Met with Jenn and Kelsey to learn from Jenn about accessibility in design and online.
- Met with the Hiring Committee to plan for the upcoming Canada Summer Jobs hiring process. Created posts for social media and our Website.
- Met with Shannon LeBlanc to discuss Bookkeeping. She is available at \$25/hour to manage our Books. This cost would likely be \$25/month just for the books, and an additional \$50/month to do bi-weekly payroll.
- Have moved forward with the TCSA advertising and am working on developing the content for the ads.
- Supported the creation of Dis-O submission form and have been doing outreach with various organizations who have contributed in the past. Here is the updated [Community Contact List](#) which includes organizations we will be reaching out to directly highlighted in Yellow.
- In communication with an interested volunteer, Kaitlin, who is a 4th-year Environmental Studies Major at Trent.

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

Kelsey Roote, CSJ Staff:

- Wrote updated version of “About Us” page for website
- Wrote updated version of “Land Acknowledgement” page for website
- Worked on draft letter to send to government officials regarding residential and day schools and the TRC
- Created Google Form for Dis-O week event proposals
- Began compiling photos from SadleirNet that can be used on our website
- Updated meetings and minutes on our website
- Continued work on Art is Activism project
- Created an “Apply for a Sponsorship” webpage
- Created posts for Pride Month, National Indigenous History Month, Honoring the 215 children recovered at Kamloops Residential School community event, solidarity with Palestine, and Dis-O week event proposals
- Began working on consensus-based decision making and anti-oppression training information for the website and updating their presentation material
- Met with Nico and Jen for an accessibility presentation

Board Reports:

Robert Gibson, Chair:

Addison Clermont, Provincial Liaison:

Angela Connors, Treasurer:

Reviewed minutes and other documents

Responded to emails and SLACK notifications

Reviewed and

Jenn MacDonald, Staff Liaison:

- Put together a presentation for Nico and Kelsey on online accessibility.
- Assisted Nico with a Letter of Employment for her banking needs
- Helped edit the message for National AccessAbility Week
- Helped in button making & picking up signs with Addison for the Every Child Matters memorial
- Hiring debrief session with Nico and Rob

Mohamed Farah, Programming Liaison:

Heidi Sidky, Outreach Liaison:

Approval of the Agenda:

Motion to approve the Agenda.

Motioned by Heidi. Seconded by Angela. Board consensus.

Passed Motions via Email/Slack:

1. **Motion to allow our benefits providers to add the gender-affirmation services coverage to our plan as of June 11th.**
Motioned by Addison. Seconded by Jenn. 2 stand asides (Heidi and Angela).
Motioned on June 8th, 2021 via Slack.
2. **Motion to vote in favour of implementing the full suite of proposed improvements for our organizations benefits package, a 43% increase to the Extended Health Services (EHS) portion of our benefits.**
Motioned by Addison. Seconded by Jenn. 2 stand asides (Heidi and Angela).
Motioned on June 8th, 2021 via Slack.

Old Business:

1. Approval of [Minutes for June 1st 2021](#)

Motion to approve the minutes for June 1st, 2021.

Motioned by Jenn. Seconded by Addison. 1 Stand-aside (Angela). Board consensus.

2. Slack Communication
 - Some feel as though consensus cannot be achieved meaningfully through slack.
 - Some conversations warrant a conversation outside of slack
 - Discussion around potential need to return to bi-weekly meetings as there can be a lot of decision making that requires more discussion
 - Having more policy updates so some urgent decisions may not warrant a conversation each time
 - Potential policies to create; Social media, letter writing, sponsorship, staff appreciation etc.
 - What items require board approval; what items can staff move ahead with their own discretion?
 - Using budget as a guideline -- that's where these decisions should be happening.

Action Item: Policy Committee to address areas which may not require direct board approval and create policy recommendations for the whole board to adopt.

3. Discussions around [consensus](#)
 - Conversation mainly covered in discussion above in item 2.
 - Kelsey to update the consensus document onto the website to be used as a consensus tool for others to utilize.
 - Other potential issues with consensus; sometimes meetings are long which may make decision making feel rushed.
 - Developing policies should help streamline decision making and consensus.
4. [Every Child Matters Letter Writing Campaign](#)
 - Related Calls to Action on Missing Children from Residential Schools
 - Focuses on calling to the government through a letter and a call script
 - Discussions for future about how to hold the church accountable
 - Some ideas; reaching out to local churches and sharing the letter and asking them to do something similar with their members. Who can hold who accountable?
 - Including different sources of action besides an apology in recommendations for the church and their members.

- At the Every Child Matters memorial, it was mentioned by someone with an Indigenous perspective that an apology may be harmful if there is no attached action.
- Kelsey is looking to get approval so staff can move forward with the letter.

New Business:

1. Cancel Canada Day support
 - There are two events happening in the city in relation to “Cancel Canada Day”
 - [Idle No More call for “Cancel Canada Day”](#)

In-Camera Meeting:

Motion to move to in-camera. (5:25PM)

Motioned by Heidi. Seconded by Jenn. Board consensus.

1. Social media
 - a. [Mutual Aid Mondays at Carlton PIRG](#)
 - b. [Video on Mutual Aid by Dean Spade](#)
 - c. [Solidarity Not Charity: Mutual Aid for Mobilization and Survival](#)
 - d. Dean Spade’s [Mutual Aid](#)
2. Human Resources
3. Extended Health Benefits

Motion to adjourn in-camera session.

Motioned by Addison. Seconded by Jenn. Board consensus.

Adjourned in-camera meeting at: 6:56PM

Check out

Next Meeting Date: July 6th, 2021 at 3:33pm with 15 minute social prior

Motion to Adjourn:

Motioned to Adjourn the Board Meeting.

Motioned by Jenn. Seconded by Addison. Board consensus.

Adjourned at: 6:56PM

Upcoming Dates/Events:

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Action Items:

- **Action Item: Policy Committee to address areas which may not require direct board approval and create policy recommendations for the whole board to adopt.**
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