

**OPIRG Peterborough Board Meeting Minutes**  
**November 4<sup>th</sup>, 2020 Via Zoom**

Attendance: Robert Gibson, Diya Shah, Faith David, Samantha MacAndrew, Sann Medeiros, Mohamed Farah, Sakina Zaidi, Alex Brown, Addison Clement

Regrets: Heidi Sidky, Al Beck, Angela Connors

Announcements:

Called to Order: 2:03 pm

Land Acknowledgement

Check-In

Staff Report:

*Sam:*

- Update on Budget: Needed to give 2 levy refunds, allowed 1 person to send request later than usual.
- Our sponsorship: 450\$ of \$5,000 given for 2020 out of \$5,000
- Button Press costed \$750, more than expected (\$350 estimated)
- updating socials, calendars (hard copy with extra info for next coordinator)
- Wednesday joint meetings with placement students, Thursday sep meetings with placement students, Monday joint student staff meetings
- meeting with each new staff for one hour to come up with tasks, review orientation questions, etc.
- supervisory meetings with placement students and their faculty supervisor
- finalizing payroll for new staff
- update website (hiring, research, meetings/minutes)
- reviewing and meeting with TCRC, TQC, and Sydney on research project "Accessing Queer Needs in Peterborough-Nogojwanong"
- fixing reconciliations for bank account going back to July
- checking in with OPIRG Carleton about collaboration with Lynn. Turns out they may not want to collab, so moving forward with Lynn.
- reviewing Faith and Mohamed's paper on housing crisis in Peterborough and providing feedback

- assisting TQC with budgeting and tracking finances from Sept to present
- attended Internal Development collective meeting to help organize AGM
- updating Sadleirnet (hiring, working group meeting minutes, board meeting minutes, etc.)
- contacting prov and union to get any paperwork in advance that need to be filled out or signed by board

Student Staff:

*Diya Shah:*

- Met with Sam to discuss goals
- Explored and got comfortable with Sadleirnet
- Reviewed OPIRG website, how to improve/add/change – will meet with Sam
- Lit review- research project, focus on “increased course load for universities during pandemic”
  - Once complete - Plan to move forward w. Surveys, outreach, etc.
- payroll, timesheets, email formatting

*Sakina Zaidi:*

- Community Calendars, KWIC, TCSA, levy group calendar
- Contact Clubs & Groups that adhere to mission statement, asked to Collab.
- Met w. Sam to discuss progress – TISA (Clothing Drive--unsure, Health & Benefits workshop), Islamic Relief Group, Amnesty International
- Training w. Sam
- Reviewing Sadleirnet

*Alex Brown:*

- Reading through Super Market Tour book
- Reviewing/renewing citations and old data
- Reached out to Amy (Seasoned Spoon) about professors using text, reaching out to profs
- Review areas in Sadleirnet that pertain to role
- Posts about food insecurity and formatting them to social media.

*Al Beck:*

- Researched and contacted organizations about donations
- Checked emails and responded to relevant ones
- Filled out AMG when2meet
- Started post and made edits to google doc regarding for donation alternatives
- Attended Samm's office hour, asked a few questions regarding my position etc.
- Created free market social media pages
- Edited and posted Halloween event post
- Filled out when2meet for free market meetings
- Read through meeting minutes and agenda
- Submitted timetable
- Submitted Task list to Sam
- Explored and got comfortable with Sadleirnet

#### Placement Students:

##### *Faith David:*

- Met with Mohamed to discuss projects and event
- Working on socials post for Self-Care
- Reading books
- Met w. faculty supervisor

##### *Mohamed Farah:*

- Met with Faith to discuss projects and event
- Event planned for end of Nov or January
- Reviewing OPIRG Bylaws and reflection
- Met w. faculty supervisor

#### Board Reports:

##### *Addison Clermont:*

- emailing provincials bookkeeper to look for auditor
- became one of signing authority for provincial
- RSVPed attending AGM

- Hiring Committee
- Reread current provincial bylaws

*Robert Gibson:*

- Chaired OPIRG Meeting and Free Market Meeting
- Chatted both Sam(m)s
- Posted to social media Free Market

*Angela Connors:*

- Anti-O Training

*Samm Medeiros:*

- Job shared to LinkedIn as well as on socials, contacted groups directly about it via. email
- Updated socials again to remind folks
- Talked to Al, review goals,
- Attended Halloween event helped w set up, Free Market meeting, social media posting

*Heidi Sidky:*

- xx

Approval of Agenda:

**Motion to approve the agenda.**

Motioned by Addison. Seconded by Samm. Board consensus.

Passed Motions via Email:

**Motion to allow Sam to have Monday, October 30 off as vacation time to visit family.**

Motioned by Angela (October 26). Seconded by Addison. Board Consensus (October 28)

Old Business

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

- a. Emotions needed to be clarified, Sam's staff report needed to be added and Samm's Last name spell checked.

**Board consensus to table approval of minutes pending edits.**

Motioned by Angela. Seconded by Addison. Approved.

**Action Item: Sam will update and send to board for approval at next meeting**

2. *Hiring Committee (provincial member)*: Provincial Staff representative who is available to attend interviews expressed concerns with their capacity and requested that we allow another member to attend interviews that they cannot attend.
  - a. We all agreed that it is not fair to add extra stress to volunteer rep, and that limited people responded to the call-out. We may need 2 interviewees.
    - i. Concerns raised about fairness for people being interviewed—could provincial members meet to discuss choices between each other?
  - b. Q: Does it have to be 'PIRG Staff or not? According to policy: Must be Staff
    - i. "A hiring committee shall be formed to fill any bargaining unit position. The hiring committee shall include at least one Board member, at least one Employee representative from the hiring chapter, at least one staff representative from another chapter and a representative from a community or campus group. "

**Action item: Addison will send a follow up reminder to PIRG group list, if no other responses, will say "Yes to Carly, with ability to fill half of obligation, but to please share notes for fairness of potential hires to the other Staff"**

3. *Gift Card Policy - forming a subcommittee*:

- a. For policy committee – Chair needs to be bottom liner – Rob Agrees
- b. Samm, Diya, Faith, Mohamed interested in attending sub committee
- c. What we do together: Write policy

**Motion to approve the Gift Card Policy sub committee**

Robert Motions to approve the committee. Addison Seconded. Consensus.

4. *Amnesty International Working Group Bank Account* - Tabled

**Motion to table meeting until Heidi can present**

Robert Motioned. Addison Seconded. Consensus Reached.

New Business

1. *Free Market Halloween Event* - event ended early: spammed by people using inappropriate sexual and racist content. Sam expressed how other campus groups had similar experiences, perhaps it is one student. Trent Conservative Party denounced the alleged hacker. This discussion reminded us of past issues with hacking.
  - a. People did attend w. good intentions, we posted apologies to social media.
  - b. Sam suggests a quick Instagram live w. resources for those who attended
  - c. We discussed policies so that this does not happen at future events (Do not post live zoom links directly to socials, all virtual events require registration from now on, only use OPIRG accounts, etc.)
  
2. *Coordinator Hours*: Update on Sam's staff transition. This week will be 2 days / week at Sadlier and 3 days / week at OPIRG. Sam suggests working Tues and Fri at Sadlier and mon, wed, thurs, at OPIRG.
  - a. The next week will look like: 3 days at Sadlier, Sam suggests Tues, Wed and Fri Sadlier and Mon, Thurs (longer meetings supporting for staff) for OPIRG
  - b. New staff +Sam should be able to attend at least one board meeting together (Nov 18, not Dec 2)

**Other Business:**

Hiring committee updates: We received about 10 applications – most are thorough. The job posting was added to LinkedIn, EPC, Local News Media.

Jen's Email: Consensus reached that if she would like to join the board again, she must reapply.

**Action item: Addison will send email in response w. application**

**Action item: Sam will update website to keep Board Applications for Appointment online, will add AGM applications to that website during that time**

Next Meeting: November 18, 2020

Motion to Adjourn: 3:23pm

**Motion to Adjourn**

Motioned by Samm. Seconded by Addison. Board consensus.

Task Review

**Sam will update last week's minutes and send to board for approval at next meeting.**

**Sam will update website to keep Board Applications for Appointment online, will add AGM applications to that website during that time**

**Addison will send a follow up reminder to PIRG group list, if no other responses, will say "Yes to Carly, with ability to fill half of obligation, but to please share notes for fairness of potential hires to the other Staff"**

**Addison will send email to Jenn in response w. application**