

OPIRG Peterborough Board Meeting Minutes October 21st, 2020 Via Zoom

Attendance: Robert Gibson, Heidi Sidky, Faith David, Samantha MacAndrew, Alexandria Beck, Samm Medeiros, Mohamed Farah, Sakina Zaidi, Angela Connors, Addison Clement

Called to Order:

Land Acknowledgement
Check-In

Staff Reports:

Sam:

- sending inquiry for levy cheque pickup
- sending courtesy email to folks who have not sent papers needed for levy refund (with deadline October 30th)
- moved CRRC items from basement upstairs
- met with TCRC about a research project joint with TQC - also filled out paperwork for supervising
- weekly supervisory meetings Wednesday with Faith and Mohamed and separate ones with them on Thursdays.
- provided reference for previous placement for MA program
- prepared and facilitated arthur newspaper anti-o training October 9th
- picked up and dropped off \$200 worth of freshco gift cards for folks affected by hunter street fire
- bank deposit
- emailing successful applicants of student staff jobs and next steps
- organizing and facilitated orientation and tasks for new hires (reading policy, signing contract, creating social media post, VIP timesheet training, basic orientation training, etc). Getting them to sign up for board office hours, attend board meetings if available
- assisting board with hiring new coordinator
- met with OPIRG Carleton about joint event with Lynn Gehl scheduled for later in November
- organizing follow up meeting with Liz (previous TQC staff)
- updating Sadleir net (working groups info)
- meeting with Amnesty International (new working group)
- meeting with Internal Development Collective (provincial) to organize AGM
- met with Aimee from seasoned spoon to discuss payroll options (outside of trent)

Placement Students:

Faith David:

- finish literature review
- start planning events
- attended events gathering resources
- planning on the book to read
- changed password sheet

Mohamed Farah:

- finish literature review
- start planning events
- attended events gathering resources
- planning on the book to read

Student Staff:

Sakina Zaidi:

- training hours
- fill in payroll
- collect documents
- email orientation

Alexandria Beck

- tasks sam assisted
- social media post
- signing contracts
- Manuel time table
- basic training

Board Reports:

Addison Clermont:

- auditor has been chosen
- changing in signing authority
- sign cheques
- office hours

Robert Gibson:

- set emails
- reviewed job posting
- free-market group meeting
- created agenda
- attended meeting involving TQC
- meeting w/coordinator sam

Angela Connors:

- check-in w/ sam
- feedback on the job posting
- helping Anti O training for everyone

Samm Medeiros:

- office hour
- helping set up free-market event
- Trent university native association, sustainable Trent, a borderless fest for FM event
- help job description

- past OPIRG board members about applying for the new job as well as helping them with some questions about qualifications and support.

Heidi Sidky:

- first meeting with Amnesty International
- emailing working groups for information for socials
- made zoom links for board meetings and office hours
- office hour

Approval of Agenda:

Motion to approve the agenda.

Motioned by Samm. Seconded by Addison. Board consensus.

Tabled: gift card policy

Passed Motions via Email:

Motion to hire Alex Beck for the position of Free Market Coordinator.

Motioned by Jenn. Seconded by Robert. Board Consensus.

Sent via email on October 9, 2020, reached consensus on October 9, 2020.

Motion to approve edits to OPIRG Peterborough Coordinator job description.

Motioned by Robert. Seconded by Heidi. Board Consensus.

Sent via email on October 14, 2020, reached consensus on October 19th, 2020.

Old Business:

1. Approval of past meeting minutes for October 7, 2020

Motioned by Angela, seconded by Addison consensus has been reached

2. Hiring Committee for Coordinator

- no word on provincial
 - Addison will reach out to provincial again
- angela is the community member
- Samm and Addison stood aside
- Heidi Volunteered as a board member
- Robert volunteered as back up
- consensus has been reached
- Samm volunteered for job posting and promo

3. Jennifer MacDonald's resignation from the board

- confirmation we have received the letter
- motioned by Robert, seconded by Samm. Consensus has been reached
- password have all been changed by Faith

4. Gift Card Policy

- Tabled for next meeting

New Business:

1. AGM Planning
 - AGM committee needs to be made
 - Samm, Sam, Robert, Heidi, Alexandria are interested
 - Addison is interested after December due to capacity
 - Heidi is interested until January due to capacity
2. Provincial AGM
 - sam would like to know where her hours will go to during the week of Provincials due to Coram
 - agreed the hours would be preferred to go to training but if needed will call in for voting
3. Bank Account
 - working group, Amnesty International is interested in getting a letter by OPIRG to open a bank account
 - due to lack of information, Heidi is having another meeting with them to understand why they need a bank account rather than safe
 - suggested that we discuss and review by-laws and our agreement with Working groups since finances have been coming up in conversation with working groups
 - tabled for next meeting
4. Halloween Event Planning from Free Market Working Group
 - something similar to sexy bingo that TQC did at Dis-O
 - prizes
 - potential honorarium if the host is available
 - virtual costume contest
 - suggested because of time only focus on one thing, education bingo
 - Sam is helping with posters and promo

Sakina left due to time constraints

5. Archival search for 50 years prep/ Future (the purpose of this is to start thinking about 50 years)
 - inspired like a high school reunion
 - need to start finding previous board members and contact information sheet

Other Business:

1. Board Retreat
 - Heidi will send out a when2meet for Board meetings to discuss the retreat
2. Links from Zoom chat for information
 - a. Trent's Lands Plan feedback page:

<https://www.trentu.ca/trentlandsplan/plan/2020-trent-land-and-nature-area->

[plan](#)

- b. Check out Pam Palmater's YouTube channel for more info about the NS lobster fishing dispute

<https://www.facebook.com/events/915391325534339/>

Check out

Next Meeting: November 4, 2020

Motion to Adjourn:

Motion to Adjourn

Motioned by Addison. Seconded by Angela. Board consensus.

Adjourned at: 3:53pm

Action items: Heidi will meet up with Amnesty International for a meeting to bring back to Board. When2meet sent out to discuss board retreat.