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## **OPIRG Peterborough Board Meeting Minutes**

**July 6th, 2021, 4:15PM, Via Zoom**

**Minutes by: Jenn MacDonald**

**Facilitated by: Nico Koyanagi**

**Time Keeper: Addison Clermont**

Attendance: Nico Koyanagi, Jenn MacDonald, Addison Clermont, Robert Gibson, Heidi Sidky, Mohamed Farah

Regrets: Angela Connors

Announcements:

Called to Order: 4:03PM

Land Acknowledgement  
Check-In

Staff Reports:

*Nico Koyanagi, Coordinator:*

- Planning for Board Training on Saturday from 10am - 4pm. A lunch stipend of \$25 will be provided! Please keep your receipts and send them to me!
- The new website is being developed. [You can check out the progress here](#). Keep in mind that there will also be some restructuring done and more pages added! Including consensus page, anti-o page, and more. The research will be translated into pages. If anyone has any capacity to help with this, please let me know!
- Our credit card application was successful and we were approved for a \$5000 credit limit.
- The #CancelCanadaDay Letter Writing and Phone Zap was a success! We had 78 people register and over 40 participate. Collectively we made over 37 calls and sent over 64 letters. A few people emailed us afterwards to thank us and tell

us about the work they did following the event to educate themselves and take action.

- Will be getting a 2nd dose vaccine tomorrow afternoon. I am expecting to be sick on Thursday, July 7th, 2021.
- We are planning for DisOrientation now, and since the hiring process has been pushed back a week, we won't have another staff to support this until July 19th! If anyone wants to support with outreach, please let me know.
- I met with Shannon LeBlanc, a bookkeeper recommended by Theater on King. She doesn't have much experience or expertise. I met with her a couple of times, and she is willing to take on doing our books and payroll at \$25/hour which would probably be about \$75/month. However, because of her lack of experience and logistics, I feel it would be better for me to keep this task until we could find someone who is able to answer any questions I have and offer more training on how to improve our systems and filing.
- Have been meeting with the Internal Development Collective and Finance Collective regarding the hiring of a Provincial Coordinator as well as with IDC to do performance review for the Provincial Bookkeeper.
- Met with the Free Market to discuss the items currently in the office and their plans moving forward.
- If you missed the Anti-O Facilitation training which was offered by OPIRG Guelph, you can check out the slides which are in SadleirNet. Please do not share them outside of OPIRG.
- I am planning to apply for CUPE funding for DisO.
- The July newsletter will go out tomorrow, so please let us know if there are any events you would like to see included!

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

*Kelsey Roote, CSJ Staff.*

- Finished putting together letter template and phone script for #CancelCanadaDay phone zap and letter writing.
- Prepared for and helped facilitate #CancelCanadaDay Event.

- Continued writing Consensus-based Decision Making and Anti-Oppression webpages and began re-working the training presentations.
- Continued Art is Activism Project.
- Created several social media posts for #CancelCanadaDay.

#### Board Reports:

##### *Robert Gibson, Chair:*

- Sent when2meet regarding the policy committee.
- Attended board training offered from other PIRG.
- Talked with Nico about agenda and Jenn.
- Up to date with emails.

##### *Addison Clermont, Provincial Liaison:*

- Met with the Hiring Committee and is reviewing applications as they come in.
- Met with Finance Collective.
- Met with joint collectives.
- Attended letter writing campaign event.

##### *Angela Connors, Treasurer:*

##### *Jenn MacDonald, Staff Liaison:*

- Stepped in for the hiring committee temporarily.
- Attended letter writing campaign event.
- Working on staff appreciation.

##### *Mohamed Farah, Programming Liaison:*

- Attended Hiring Committee meeting.
- Reviewing resumes as they come in.

##### *Heidi Sidky, Outreach Liaison:*

#### Volunteer Reports:

Approval of the Agenda:

**Motion to approve the Agenda.**

Motioned by Jenn. Seconded by Rob. Board consensus.

Passed Motions via Email/Slack:

1. N/A

Old Business:

1. Approval of minutes [June 22](#), 2021

New Business:

1. [Financial Report](#)

- Events and Workshops - \$600 left
- Office Supplies - \$750 left
- Sponsorship Expenses - Just under \$2000 left
- Working Group Expenses - \$925 left
- Staff Development - \$700 left
  - This amount is too low based on the Collective Agreement
  - Should be a certain % of the levy revenue (1%)
- Recommendation to have reserves of 6-12 months of operating costs
- Our under-budgeting will contribute to our reserves
- August will be time for the new budget - Nico will be putting forth a recommendation.

2. TIP and TWSP Positions

- Last year there were two TIP and three TWSP positions
- TIP - Research Coordinator, Special Events Coordinator
- TWSP - Programming, Supermarket Tour, Volunteer and Outreach Coordinators
- Only going to be getting one placement student from BSW programming
- Nico recommends hiring 5 staff again - apply for the same positions except for one previous TWSP position the "Supermarket Tour" to become a social media manager.
- A social media manager would help support other positions; i.e research position in sharing information, would give more collaboration between staff, would help alleviate some of that hidden work/tasks that are overlooked.
- Conversation about past TIP funding.

3. [Grant Writing Workshop as Professional Development](#)

- “This two-day interactive virtual workshop will acquaint participants with the process of researching, identifying and cultivating relationships with grant-making sources including government agencies, foundations and corporations.”
- Early bird registration ends July 9th.
- Registration costs \$205
- Would be looking to attend on August 4th and 5th

**Motion to approve Nico attending the Grant Writing Workshop as Professional Development on August 4th and 5th.**

Motioned by Addison Clermont. Seconded by Robert Gibson. Board consensus.

4. Funding request from TQC for Queer, Trans, & Women Skate night

\*Nico declared a conflict of interest as she is involved in this event.

- TQC is creating a new event which they are seeking funding for.
- Saturday nights at 6PM they will be hosting a Queer, Trans, and Woman Skate Night
- This event would help create a safe and welcoming space for marginalized folks to use local skate parks and be a part of a skate community.
- Asking for funding of \$340 for two complete skateboards that would be purchased locally for folks who want to attend but do not have the equipment
- Asking an additional \$200 for door prizes to encourage participation which would be purchased locally.
- Funding could be dispersed from Working Group and Sponsorship Lines
- Safety - Nico suggested TQC should have waivers as we do not have liability insurance.
  - Liability insurance was cancelled due to miss payment in 2019
  - Insurance was specifically for the Free Market
  - Board and Directors insurance is separate from Liability. Liability is for things that may happen within the office or operations of OPIRG
  - Nico has a quote from Impact Insurance
  - What is the Liability for TQC?
- Discussion about diversifying funds to include safety equipment.
- Suggestion TQC asks for donations from local businesses, looking at second hand options.

**Motion to approve \$300 to support TQC through the Working Group budget line and to express to TQC to reach out to the community for donations, to ensure safety equipment is available for each skateboard being lent out by TQC, and return to OPIRG with a more detailed request for further events.**

Motioned by Addison. Seconded by Jenn. Board consensus.

\*Rob has left the meeting but announced support for remaining agenda items.

5. Funding request from Crystal Scrimshaw for “We Will Rise” Banner

- Crystal Scrimshaw organized a banner drop for #CancelCanadaDay which was video streamed during our letter writing campaign event.
- Banner was created by Renegade Apparel and can be used for future events.
- Looking to cover between 50-100% of the costs of the banner which totalled \$150.29.



**Motion to approve covering 100% of the cost of the banner at \$150.29**

Motioned by Addison. Seconded by Mohamed. Board consensus.

6. Next Board Meeting

- Scheduled for August 3rd, 2021.
- There will potentially be a Board Meeting July 20th, 2021 if necessary.

Other Business:

1. N/A

In-Camera Meeting:

N/A

Check out

Next Meeting Date: August 3rd, 2021

Motion to Adjourn:

**Motioned to Adjourn the Board Meeting.**

Motioned by Jenn. Seconded by Addison. Board consensus.

Adjourned at: 5:42PM

Upcoming Dates/Events:

- Kelsey's last day is this Friday, July 9th, 2021! (please reach out to Jenn)
- Reminder of the Cross-PIRG Board Training this Saturday from 10-4pm! There will be a \$25 stipend provided for lunch, so please save your receipts!

Action Items:

- Policy committee to respond to when2meet to schedule upcoming meeting (<https://www.when2meet.com/?12190802-5JRFg>)
- Jenn to look up past decisions on TIP positions.