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OPIRG Peterborough Board Meeting Minutes - 2021/2022 Budget Review

August 24th 2021 , 4:03 PM, Via Zoom

Minutes by: Jenn MacDonald

Facilitated by: Nico Koyanagi

Attendance: Nico Koyanagi, Jenn MacDonald, Addison Clermont, Angela Connors, Robert Gibson

Regrets: Mohamed Farah

Announcements:

Called to Order: 4:10PM

Land Acknowledgement

Check-In

Approval of the Agenda:

Motion to approve the Agenda.

Motioned by Addison. Seconded by Angela. Board consensus.

New Business:

1. OPIRG 2021 - 2022 budget (Nico)
 - [Draft Budget](#)
 - Another credit of \$6000 under "Trent Levy Revenue" which changed the draft budget a little bit

Income:

- Fundraising and Donations - don't need a lot in this due to levy revenue
- Grant revenue - mostly CSJ subsidies which gets reimbursed the following year (the CSJ expenditure will be a different number)

- Green Dishes - expected \$200 this past year but nothing came this year due to covid. There was talk about potentially running it again in January.
- OPIRG Provincial Travel Reimbursement - We didn't travel this past year due to covid, but allotted \$100 in case we need it.
- Other Revenue - Anti-O training's, bank interest, and other funding. This past year we budgeted for \$150 but pulled in over \$2000.
- Publication Sale Supermarket - unlikely that we will be selling them until the tour is possible.
- Sponsorship DisOrientation - based on what we applied for this year for DisO.
- Sponsorship Revenue - The \$500 in this years budget was for Lynn Gehl's event
- TIP Wage Subsidy - budgeted for one position, but we were reimbursed for two positions. Still budgeted as the same and are still waiting to hear back about the subsidy approval. If approved for two we can update.
- Trent Levy Revenue - Because of covid it was under budgeted. Nona has confirmed enrollment increases.
- TWSP Wage Subsidy - (MERCs is CPP and EI) previously Trent covered the costs of the MERCs but it is now our responsibility.

Notes:

- We have more than an annual operating cost in the bank.

Expenses:

- Accounting - We weren't charged by the accountant this year but have continued to budget in case we need support.
- Advertising and Promotion - We spent over budget this year due to additional costs for handbook ads for TCSA, printing materials, and the cost of Button Maker. This may be something we may want to look at increasing and finding ways to capitalize on advertising.
- AGM - budgeted for \$1000 for food and event costs with the hope of it being in person again.
- Bank Charges and Interest - waiting to hear back about actual costs.
- Board Meeting and Retreat - Covered through reimbursements. We kept the budget line the same for this year.
- Computer Expenses - Did not spend what was budgeted but items that were purchased like the monitor were put under office supplies. Nico would like to purchase a new computer as the one Nico is using is very slow and does not have much storage capacity. Proposal to upgrade an office laptop and purchase an external hard drive.
- Contract Labour/Honorarium - Updated since first draft budget. Last year's budget was for the cost of website development. Factored in bookkeeping for 10 hours a month, and if student staff need to be contracted for more hours outside of their original contracts.

- CPP Expense - TWSP/TIP we have not typically had to pay for the CPP expense. Factored in having 2 CSJ positions for a longer contract (typically we have 2 contracts at 8 weeks and we propose 2 contracts at 16 weeks)
- CSJ Positions - 2 16 week positions for more continuity in the roles
- DisOrientation & Vegan BBQ - Previously it was \$3000 budgeted but last year we spent under budget. This year we applied for more funding, and received more event applications. We are having some special features for this year which include more speaker fees.
- EI Expense - Goes up due to costs having to be taken over from Trent.
- Events & Workshops - Last year we spent under \$2000. This year we increased to hire some more special features and key notes.
- Faculty & Equipment Cost - Increased budget to accommodate office revamp with new chairs and desks. Keeping accessibility in mind. How can we create the old Free Market space into something more usable and open for others. Talks about the possibility of looking at a ventilation system.
- Financial Training or Software - More in budget due to increase in QuickBooks costs.
- Health Benefit Green Shield - Still don't have updated information yet. An estimated amount of \$2600. (Costs have been covered by Provincial from the loan that they owe our chapter)
- Insurance - Only for BOD insurance. We spoke about getting liability insurance which we looked into but haven't heard back yet. Could be an increase.
- Levy Refund - Historically we haven't refunded more than \$100.
- Local Travel - Staff travel expenses.
- Office Supplies - continues at the same rate. For things like printer ink etc.
- OPIRG Provincial Misc Expenses - Set to be \$2000 to accommodate provincial retreats etc. Discussion about the possibility of more costs with upcoming bargaining.
- Postage - Cost for annual stamps.
- Printing Special - Spend under budget due to being virtual. (Still missing \$ from the cost of posters and stickers for the memorial event).
- Programs - Added Art as Activism project under this line.
- Rainy Day Fund - Accountant suggested that we don't have extra money as a non-profit.
- Rent - Cheaper rent due to no charge for the basement.
- RRSP - 4% of Coordinator Wage
- Sponsorship Expenses - staying the same.
- Staff Appreciation - We spent more during the pandemic to support staff with \$50 gift cards. Also had a staff party with food stipends. Increase to support more staff in the future.
- Staff Development Expense - 1% of the annual student feeds less opt-outs. Invoice from Nico's training has still not been sent.
- Telephone - Spent more this past year due to purchase of phone.

- Uncategorized Expenses -
- Volunteer Appreciation - we have spent under our budget.
- Wages TWSP - budgeting for 2 positions at minimum wage. We applied for three but were only granted 2. Many other groups were not successful in getting subsidies.
- Wages Coordinator - Slightly over due to overlap in Coordinator pay with Sam and Nico. Budgeting for 40 hours a week (would have to go through the union). Could be used for hiring additional administrative support.
- Wages TIP - 2 positions
- Working Group Expenses - usually at \$1000. Suggested putting Working Group sponsorships in this line.
- WSIB - Our rate is 0.19%
- Year End Financial Review - Slightly more this year which we expect next year as well.

Notes:

- CSJ Positions - Thinking about focusing on external relationships during the school year and using the summer for more internal development (creating systems, touching up on items that weren't archived, planning, etc.) More summer student positions would support this. Would be good to have continuity between contracts.
 - The government only subsidies at minimum wage.
- The Provincial Network still owes us \$1338

Total Expenses: \$131,992.40

Net Operating Income: \$141,230.00

Net Income: \$10, 537.60

Notes:

- Under an alternative budget that allots \$16 per hour for staff Net Income would be \$8,437.00. With a budget for \$16 student hourly wages and increase in events & sponsorships the Net Income would be \$5400.
- Robert suggests more \$ be allocated to renovations/faculty & equipment costs.
- Addison suggests it's good to budget for full-time hours, and look at investing in our physical space, and looking at creating a community support fund or grant.
- Angela suggests the idea of creating a part-time OPIRG position to provide administrative support.
- We still have money available in the account from the accumulation of past years as well.
- General consensus to increase student wages and events and sponsorships

Check out

Next Meeting Date:

Motion to Adjourn:

Motioned to Adjourn the Board Meeting.

Motion by Angela. Seconded by Addison. Board consensus.

Adjourned at: 6:00PM

Upcoming Dates/Events:

- Official Plan Meeting with the City on September 1st. An information session over zoom.

Action Items:

- Nico, Angela, and Addison to review budget items and send recommendations to the board.