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OPIRG Peterborough Board Meeting Minutes

Sept 7th 2021 , 4:03 PM, Via Zoom

Minutes by: Jenn MacDonald

Facilitated by: Robert Gibson

Time Keeper: Addison Clermont

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

Regrets:

Announcements: Welcome Mikayla Livingston back to the board!

Called to Order: 4:05PM

Land Acknowledgement

Check-In

Staff Reports:

Nico Koyanagi, Coordinator:

- Attended virtual grant writing training
- Coordinated Website finalization! <https://opirgptbo.ca/> I would still like to make some edits, but it is not a priority at the moment! Please let me know if you notice anything that needs to be changed -- I have a small list going.
- Attended programming committee meeting
- Attended communications committee meeting
- Internal Development Collective meetings
- [Preparing the 2021-2022 budget](#) (including meeting with Sam MacAndrews and a follow up meeting with Addison and Angela)
- Coordinating with Volunteers for DisO week poster and event support, hosted volunteer orientation
- Learning QuickBooks payroll and setting up employees in the system -- I still need to schedule an appointment with the accountant to learn how this will integrate with the previous way we were recording payroll

- Purchased office supplies including stamps, ergonomic keyboard and mouse as well as highlighters, pens, paper, tape, chalk, etc.
- Had meeting with Romy and the TCRC -- Romy will be taking on the TQC/OPIRG Peterborough Research project on Assessing Queer Needs in Nogojiwanong
- Attended levy council meeting
- Attended all collectives meeting
- Coordinating Hiring and posted student job positions on the Trent student Job board, our socials, and website.
- Attended placement student orientation -- our new placement student Theresa starts Sept 15th
- Coordinating with the Free Market re: the DisO Week Free Market Giveaway
- Supporting DisOrientation Week planning and coordination in general.

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

Simone Zhu, CSJ Staff:

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Board Reports:

Robert Gibson, Chair:

- Prepared the agenda
- Met with board members to discuss the official plan action
- Will prepare a follow up meeting followed up on board bios and resignation of a board member
- Exit interview scheduled for this week
- Added minutes to the old website
- Held office hours with help from Jenn
- Checked cheques.
- Met with Nico regarding Free Market Working Group

Addison Clermont, Provincial Liaison:

- Met with FAC multiple times, re: updating dental coverage and ensuring that the Class-A decision's changes are implemented
- Attended all-collectives meeting
- Met with Provincial Bookkeeper
- Reviewed meeting minutes for board meeting
- Began board evaluation form
- Met to discuss proposed budget with Nico & Angela

Jenn MacDonald, Staff Liaison:

- Check in meetings with Nico
- Board check in's re: capacity issues
- Liaising with board and staff on correspondence and HR
- Tracking down information and creating record of CRA information
- Multiple calls with CRA to follow up on missed items
 - We are having issues accessing our CRA account as Nico nor any board members that we know of are listed on the account.
- Completed board contract
- Looking into Form 1 for CRA
- Attended Robs office hours to support with uploading minutes
- Follow up with Simone re: DisOrientation
- Created content pages for Board of Directors and Volunteer for new website
- Completed board bio
- Poster on campus with Rob for DisO
- Sent board presentation from Provincial Board Training & uploaded to sadleir net

Angela Connors, Finance Liaison:

Mikayla Livingston,

Approval of the Agenda:

Motion to approve the Agenda.

Motioned by Robert. Seconded by Jenn. Board consensus.

Passed Motions via Email/Slack:

1. **Motion to approve the resignation of Heidi Sidky from the Board of Directors.**

Motioned by Robert. Seconded by Angela. Board consensus.

Old Business:

1. Approval of Minutes for: [August 3 2021](#) and [August 23 2021](#)
Motion to table the approval of the minutes from August 3rd, 2021 until the board has a chance to review.

Motioned by Rob. Seconded by Jenn. Board consensus

Motion to approve the minutes from August 23rd, 2021.

Motioned by Addison. Seconded by Angela.

2. [OPIRG 2021 - 2022 Budget](#)

Motion to approve the budget for 2021-2022.

Motioned by Robert. Seconded by Addison. Board consensus.

3. Board Evaluations

- Board is to complete so we know how the board is operating individually and as a whole.
- Board is to have them complete at the latest by the October meeting.
- Board is to submit them through the board member slack channel.

4. Update on Official Plan and other committee updates

- Deadline given of September 10th for the Official Plan comments
- Public meetings in October & November that we can attend or send letters to the council.
- Addison and Robert will be drafting the letter to go to council by the end of September

5. Communications Committee

- Some of the committees do not have bottom liners from the board with new board resignations - need to re-evaluate committee membership after board recruitment.

New Business:

1. New appointments or selection of communication bottom liner or other committees. - To be tabled until October.
2. Students for Consent Culture Canada (SFCC) Sponsorship request
 - National organization that is looking to do a event/workshop series once a month for 12 months centering “issues of gender-based violence prevention and building strong social support networks”.
 - If sponsored, they would be looking to invite a speaker or panel from Trent to participate.
 - Request is for:
 - \$300 for speaker honoraria
 - \$200 for Remote Simultaneous Interpretation.
 - \$300 for ASL & LSQ Interpretation.
 - \$250 for graphic recording.
 - \$100 social media advertising.
 - Total: \$1,150. Any amount that can be contributed toward this budget per session would be appreciated.

- Angela suggests covering the \$200 for Remote Simultaneous Interpretation and \$300 for ASL & LSQ Interpretation for a total of \$500 in sponsorship.

Motion to support the SFCC with a sponsorship of \$500 to cover the costs of Remote Simultaneous Interpretation and ASL & LSQ Interpretation.

Motioned by Angela. Seconded by Jenn. Board consensus.

3. Motion to accept Mohamed Farah's Resignation Letter.

Motioned by Addison. Seconded by Jenn. Board consensus.

Other Business:

1. Support in promotion of DisOrientation Week.

In-Camera Meeting: No request.

Check out

Next Meeting Date: Tentatively October 5th, 2021 @ 5:03PM

Motion to Adjourn:

Motioned to Adjourn the Board Meeting.

Motioned by Angela. Seconded by Addison. Board Consensus.

Adjourned at: 5:03PM

Upcoming Dates/Events:

- DisOrientation Week - September 13th - 18th
- Clubs & Groups Day - September 15th

Action Items:

- Board members to help promote and share DisOrientation Events