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OPIRG Peterborough Board Meeting Minutes

February 8, 2022 , 6:00 PM, Via Zoom

Minutes by: Jenn MacDonald

Facilitated by: Addison Clermont

Attendance: Robert Gibson, Addison Clermont, Jenn MacDonald, Nicola Koyanagi, Kenzi Noble, Hannah , Theresa Manuma

Regrets:

Announcements:

Called to Order: 6:05PM

Land Acknowledgement

Review Community Agreements

Check-In/Welcoming new Board Members

Staff Reports:

Nico Koyanagi, Coordinator:

- Outreach for recruiting new Board members
- Support with Staff and Volunteer Appreciation Event
- Theresa's midterm evaluation
- Meeting with the accountant and completing submissions for our year-end review
- Attending bargaining meetings
- Distributing funds for various sponsorships
- Internal Development Collective meetings: dealing with HR matters, preparing for the upcoming PBM (this weekend, Feb 12/13th)
- Meeting with Kavya and other Trent Groups for Black History Month Planning
- Planning BHM event with Dr. Wilburn Hayden in collaboration with BLM Nogojiwanong
- Supporting Theresa with her research project

- Supervising two other research projects through the TCRC
- Support and prep for Harm Reduction and Naloxone Training with PARN
- Attending the Climate Action Network meetings
- Set up Quickbooks Payroll online for more simple payroll processes
- Managing and understanding credit card payments
- Planning for and preparing for OPIRG Peterborough's AGM 2022
- Setting up WSIB online to be able to report payments etc.

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

Sahar, Special Events Coordinator

January

- IWD Planning meetings throughout Jan and Feb
- Updated news and events on website
- Worked with Nico and Megn Walker from PARN towards the Harm Reduction Workshop and Naloxone Training

February

- Collaborating with Kelsey for the Indigenous Speakers List on Environmental Justice
- Updating Black History Month Events Calendar
- Planning an event for March centering women; potentially women in academia

Kelsey - Programming Coordinator

- Met with Ev and Nico to discuss food intersection workshop on several occasions
- Drafted new ideas for a revised version of the food intersection workshop
- Collaborated and met with Sahar to plan Indigenous speakers on environmental justice series
- Met with Gzowki College and Sahar to discuss speaker series collaboration
- Created a folder regarding OPIRG Peterborough's work on Queer Labour Activism events and promo from SadleirNet
- Redirected and updated links on our website
- Researched and read up on decolonization to better inform a draft IG post on Decolonization vs. Truth and Reconciliation
- Attended Harm Reduction and Naloxone Training workshop
- Attended OPIRG's AGM

Board Reports:

Robert Gibson, Chair:

- Update on Law 21 delegation to City of Peterborough (This is a law in Quebec. (bans religious symbols) https://www.worldsikh.org/quebec_petition January 31st Council meeting motion
 - Council changed the notice of motion that I shared in slack to one shown at 2:41:22 in the [January 31 Council: the](#) original notice was item 12 a in the [agenda](#) of the meeting. I shared this with Nico as an example of how the city policies can lead to oppression and how Black or other marginalized people are treated
 - I had intended we could vote to support it. With the change its significantly different
 - There may be a go fund me
- I also read a Twitter post Councilor Kemi Akapo made on the topic of racism in Peterborough
- Created agenda
- Met with Nico regarding Indigenous focused book club and shared working group updates
- Checked emails
- Signed cheques
- Completed application for remaining on the board
- Attended part of collective bargaining meeting at provincial (employer)
- Followed up with Nico and Free Market regarding Free Market event - it is moved to early March instead of February
- I'm missing a meeting maybe AGM planning
- Meet with policy committee on Sunday January 10th worked on updating policies except for one
- Climate action meeting

Addison Clermont, Provincial Liaison:

- Attended multiple FAC meetings re: Trans fund, budget, and all collectives prep
- Drafted outreach email, NDA, and google form for the Trans Fund re: 24.5 of CBA
- Attended all collectives meeting
- Retrieved laptop from Nico & looked into laptop upgrade @ Reboot Computers, but became ill and unable to follow up on this
- Attended meetings preparing for the scheduled bargaining session

- Attended AGM (thanks again to Nico & the staff for all of their hard work on a successful AGM)
- Worked to prepare for bargaining meetings

Jenn MacDonald, Staff Liaison:

- Attended OPIRG & PARNs Harm Reduction and Naloxone Training
- Met with Addison and Rob to work on outstanding policies
- Helped edit designs for a few OPIRG social media posts
- Designed and created bulk portion of the Annual Report for the AGM
- Reached out to a potential community member interested in joining the board. Unfortunately there was no response.
- Attended and took minutes at the AGM
- Attended meetings preparing for scheduled bargaining session

Approval of the Agenda:

Motion to approve the Agenda.

Motioned by Jenn. Seconded by Addison. Board consensus.

Passed Motions via Email/Slack:

1. **None to report.**

Introductions to the Board

Old Business:

1. Approval of Minutes for: [January 4th 2022](#)

Motion to approve the minutes from January 4, 2022.

Motioned by Addison. Seconded by Jenn. 1 abstention (Kenzi)

2. Laptops
 - Shortly after Addison got the laptop from Nico he became sick and wasn't able to complete the task. He did start the conversation with Reboot prior to getting sick and got some ideas about how to move forward.
 - Juggling the option between a replacement or updating the capacity and hard drives and hardware (microphone, camera)
3. Nico's Hours

- Nico requested vacation time for last week (Jan 31 - Feb 4) but did not end up taking the time off and worked instead.
- Nico is requesting to take off Reading Week as it aligns with student staff being off (Week of February 21st, 2022)
- Nico will be facilitating an anti-oppression training for Habitat for Humanity on Tuesday February 22 but will take hours off the week prior.
- PBM is this weekend (Feb 12-13) which Nico will be attending
 - Nico is going to try to take a half day off on Friday Feb 11 and full day on Monday Feb 14, and a half day on Tuesday Feb 15 to make up for hours worked during PBM.
- March 9th - Nico is requesting to use a floating holiday.

New Business:

1. Board Positions & Committee Positions
 - Relevant documents were shared with new board members to review. It was consensus that members will regroup to make decisions on roles at the Board Retreat.
2. Sponsorship - Black History Month Care Packages
 - OPIRG has historically supported this initiative.
 - Planning on putting together care packages to hand out at Black History Month events.
 - Care packages will include various items purchased locally. (hair bonnets, gift cards etc.)
 - Looking for a sponsorship of \$500.
 - Current budget - \$2950 left until end of fiscal year
3. Sponsorship - Medicine Garden
 - Looking for sponsorship of \$500
 - Peterborough Community Medicine Garden is going into its 4th year of growing and is looking to expand (workshops, drying racks, etc.)
4. Sponsorship - Trent Apiary
 - Revisiting this sponsorship.
 - They took our advice to try to become a levy group.
 - Original request was \$1000-\$1500
 - They want to buy equipment and Queen Bees
 - New request is for \$500 to purchase Queen Bees
5. Sponsorship - BLM Nogojiwanong
 - Request for \$500-\$750 to support the BLM Black History Month Blowout Event

Motion to sponsor Black History Month Care Packages with \$500, the Medicine Garden with \$500, Trent Apiary with \$250, and BLM Nogojiwanong's Black History Month Blowout with \$400 and offer them additional funds of \$100 through the working group budget line.

Motioned by Addison. Seconded by Robert. Board consensus.

6. Board Resignation

- Mikayla Livingston has sent in her board resignation on Feb 7.

7. Scheduling Board Retreat

- Will be held virtual
- Nico proposes 2 half days on a weekend to help with zoom fatigue
- Date proposals of Feb 26 & 27 or March 12 & 13
- Rob works on Saturday mornings 9-10:30
- Nico to send a when2meet

Other Business:

1. None to report.

In-Camera Meeting:

1. No request at this time.

Check out

Next Meeting Date: Tuesday, March 1st 6-8pm

Motion to Adjourn:

Motioned to adjourn the Board Meeting.

Motioned by Addison. Seconded by Kenzi. Board consensus.

Adjourned at: 8:07PM

Upcoming Dates/Events:

- February - Black History Month
- "Omission and Exclusion of Black People in Canada's Past: Canadian Enslavement and Participation in the Trans-Atlantic Black Slave Trade" with Dr. Wilburn Hayden - February 17th, 2022 5:00-6:30pm

- BLM Black History Month Blowout - Saturday February 26th, 2022

Action Items:

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