



751 George St. N, Peterborough ON, K9H7P5

(705) 741-1208

[opirg@trentu.ca](mailto:opirg@trentu.ca)

[www.opirgptbo.ca](http://www.opirgptbo.ca)

## **OPIRG Peterborough Board Meeting Minutes**

**April 5 2022 , 6:00 PM, Via Zoom**

**Minutes by: Jenn MacDonald**

**Facilitated by: Addison Clermont**

**Time Keeper:**

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

Regrets:

Announcements:

Called to Order: 6:09pm

Land Acknowledgement

Check-In

Staff Reports:

*Nico Koyanagi, Coordinator:*

- Moved back into the office in Sadleir House and purchased a new office chair – I am very grateful for the ergonomics of my current set up as it makes my job much easier!
- Meeting with Sutton for school project case study on OPIRG Peterborough
- Prepared for and facilitated Board Orientation with Addison, Kenzi, and Hannah
- Met with Pheonix from the Free Market to discuss the status of the Free Market and moving forward
- Duties for collective bargaining
- HR management with the Internal Development Collective
- Attending levy council meetings – there was some conflict with the TCSA taking on an auditing role of other levy groups' finances without consultation. Sam from Sadleir House has now been elected by the levy councils as the Levy Council Liaison to work out any finance issues with the university

- Attended Climate Action Network and promoted events and provided resources for consensus decision making processes
- Continuing to meet weekly with student staff and placement student to support with their respective projects and research including the Land & Life Speaker Series, the social media campaign on Highlighting Women in Academia, and the research presentation on How Racialized International Students Experience Racism in Peterborough
- Supervising both TCRC research projects which are in the midst of being finalized: Assessing Queer Needs in Nogojiwanong/Peterborough and The Sale of PDI: Impacts of Privatization
- Coordinated with Addison to purchase a new laptop – Addison has an update on this as well, but after purchasing the laptop I ran into a couple of issues. The first being that it was set to “Always on” mode and didn’t sleep and began to overheat. The folks at Reboot helped me to change the settings to prevent this from happening again. The second issue was that it wouldn’t register or connect to the external monitor. They came to the office to check it out, and ended up taking the laptop back to service. This was on Thursday last week. I called this morning (April 5, 2022) and asked for an update and they said they could get back to me after someone had a chance to look at it.
- The Youth Climate Strike borrowed our button-maker for 500 buttons which they paid \$15 for.
- Conducted exit-interviews with all the student staff
- Finishing up final edits on BSW placement student Theresa’s research paper as well as conducting her final evaluation
- Attended celebration of placement at Trent for the BSW placement student social work program
- Attended the Diversity Equity and Inclusion Network meeting and advocated for the network to be more inclusive in their outreach efforts
- Support in the planning of a staff and volunteer appreciation event including coordinating with Trent Apiary to get a bee hive for us to paint!
- Met with Matt from Sadleir House to discuss the past challenges of the Free Market being located in the OPIRG Peterborough office and potential ways forward that wouldn’t disrupt Sadleir House operations and capacity
- Providing resources for Trent Social Work student group looking to develop a food resource on campus for students in need of food security

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. \*\*I have fallen a bit behind on

the finance recording in Quickbooks, but now that most projects are wrapping up and students are finishing their positions, I will have more capacity for these tasks.

### Board Reports:

#### *Robert Gibson, Chair:*

- Created agenda
- Met with Nico - regarding agenda and once regarding other business including levy group
- Facilitated Free Market Working Group meetings
- Reviewed suggested covid protocols
- Updated website with minutes
- Climate action network meeting

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

- Set new office hour: wednesdays @ 10am
- Helped Nico with moving back into the office
- Liaised with Reboot Canada to acquire an appropriate computer for our needs, directed Nico to its specs and notified them of when to pick it up. Was kept in the loop re: the issues we're experiencing with it since it was dropped off
- Met with FAC to discuss ongoing provincial financial projects
- Met with Provincial Bookkeeper to discuss their transition out of their role
- Began participating in Internal Development Collective (IDC) meetings
  - Worked on HR matters, facilitated one of our meetings
- Attended board orientation with Nico, Kenzi, and Hannah

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

- 

#### *Hannah Austin:*

- 

#### *Kenzi Noble:*

-

Approval of the Agenda:

**Motion to approve the Agenda.**

Motioned by

Passed Motions via Email/Slack:

1. **Motion for Nico, the OPIRG Coordinator to register for the “Responding to Everyday Racism: Skills for Effectively Challenging Racist Words and Ideas” training and share any relevant takeaways with the organization.**

Motioned by Jenn. Seconded by Robert. Board Consensus.  
(Made via email March 16, 2022)

Old Business:

1. Approval of Minutes for: [Minutes for March 1, 2022](#)

**Motion to approve the minutes from March 1, 2022**

Motioned by Addison. Seconded by Hannah. Board consensus.

2. Possible resignation of Robert Gibson as chair
  - Robert mentioned in the last meeting he plans on running for nomination and wanted to give notice in case he is nominated. He would resign as chair as items may be related to the Provincial Election and potential conflict of interest.
3. Laptops
  - Addison found a great laptop from Reboot.
  - Addison and Nico purchased it and then later found issues with reheating and took it back in to get looked at. The pricing came in under budget and was supposed to be very powerful.
  - \$1666.75 paid for with OPIRG credit card.
  - We are waiting to hear back from Reboot about the reservicing of the laptop.
4. Research proposal
  - Tabled until next meeting.
5. 30 seconds of reflection

## New Business:

### 1. Covid safety protocol

- Requested by the Chapter Support COllective from Provincial Network.
- Nico forwarded a draft covid safety protocols from other PIRGs to review.
- Nico is hoping the policy committee can add this as a policy to be developed after the board retreat.
- Robert mentions looking into reports on waste water and covid-19
- Jenn mentions for the policy committee to take event liability into account and create language for in person events and participant acknowledgement of the risks of covid-19.

### 2. Free Market proposal

- FM working group talked about wanting to transition back into a Program of OPIRG due to expected turn over of volunteers
- Many current members are graduating
- The ideas that were proposed
  - Address issues that were present when it was a program before.
  - Maintain the space at One City instead of OPIRG Office to reduce clutter concerns
  - Focus on 4 pop-ups a year that are scheduled.
  - Main concern was there is no permanency of the market currently, lack of institutional memory, turn over, banking, and capacity
- They have organized 2 events as a working group
- Nico talked to Matt from Sadlier House management about clarity about concerns with having the FM in house at Sadlier
  - Sadlier is moving to make the space primarily for students and to be fiscally responsible
  - They are looking at fixing up the building
  - They are looking to build capacity for students
  - Concerns; Only having one OPIRG staff not being able to run all the programs themselves left responsibility on Sadlier house (directing people to FM, people coming into the house who were in crisis or using drugs, the outdoor bin leaving a mess), Safety concerns with break-ins.
- Nico suggests having a student staff be dedicated to maintaining the FM
- Nico expresses that she sees the alignment with having the market at One City
- Nico suggests having a storage space
- Jenn brings liability concerns with having the FM at One City and how that would continue to fall on OPIRG for safety and security.
- Jenn suggests having a pop-up model that doesn't require a physical space

- There is an agreement with One City that we are currently only using storage space and if there was a pop up there would be training for One City staff.
- Nico suggests looking into bins similar to a mailbox that you can't open or access after adding items.
  - Jenn suggests looking into the salvation army with them closing they may have bins.
  - Rob mentions there are still issues of people dumping beside it.
- Further discussion is tabled until the next meeting.

**Action Item: Rob to include Board in when2meet for FM working group to set up a time to discuss further.**

3. Black on the Bruce sponsorship request
  - Zwena Gray is looking for sponsorships to be one of the few Black people to hike the 900km of Bruce Trail and have eventual events to promote Black joy in nature
  - There is benefits of sponsorship; to be featured in videos and her blog
  - Financial support would be for accommodation and transportation to campsites after her hike.
  - Zwena is looking for \$1000 in sponsorship
  - We had a budget line of \$6000 for sponsorships. We have spent \$4800 which leaves \$1200 left in the budget until the end of August.
  - Addison: Likes the goal but is wondering the impact of this on the broader community
  - Jenn is looking for clarification if these funds will also support the events afterwards
  - Nico: Can think of this sponsorship as supporting the eventual events for BIPOC communities

**Motion to offer a sponsorship of \$200 to Black on the Bruce and offer additional support with promotion, communications, and peer-to-peer fundraising.**

Motioned by Addison. Seconded by Hannah. Board consensus.

4. Decolonization of meetings
  - Keeping to our mission and commitment to decolonization as an organization. Looking at ways to continue our education and adding what we've learned into our decision making, policy development, etc.
  - Creating space and opportunities for collective learning.
  - Ideas; Bi-weekly reading sessions and discussions , book clubs etc.
5. Weekly trainings in May
  - Instead of a weekend training to help with capacity
  - Reviewing portfolios, committees, strategic planning
  - Proposal to have it in April but there could be exams

- Dates: Tuesday April 12th 7-9pm, April 19th 6-8:30pm, April 26th 6-8:30pm
6. Together against apartheid
    - A report from Independent Jewish Voices Canada
    - The group is looking for us to sign on as an campaign endorser
- Motion to endorse the Together Against Apartheid national campaign.**  
 Motioned by Addison. Seconded by Hannah. Board consensus.
7. Funding for workshop training of board members
    - Nobody was able to attend the training.
  8. 30 seconds of reflection
  9. Board contract
    - Signed contracts are needed for new board members
  10. Extending contract staff
    - We budgeted \$16,850 for an administration position. This position would have to be unionized to share Coordinator duties.
    - There is also contract staff money for bookkeeping - now that we are using quickbooks payroll it has made things easier but we have had to use an external
      - There are still some challenges with managing payroll and TWSP/TIP funding.
    - Nico is suggesting that we extend a student staff's contract to provide more support to the organization, supported by our existing budget line for an administrative staff wage. This would be at the current pay rate of \$16 for 8 weeks (with time away in May) for 30hrs a week.
    - She will be gone from May 11-30 in Mexico for a school program
    - Robert: Have we been approved for CSJ?
      - No, we haven't heard yet.

**Motion to approve keeping Kelsey Roote on as a part-time staff at \$16 an hour for 8 weeks and 30hrs a week.**

Motioned by Jenn. Seconded by Addison. Board consensus.

11. Nico's vacation days
  - Nico is moving in May and was thinking about taking the last week of April and first week of May off to help her get settled.
    - She agrees to work the Board Retreat on April 26th and be available for hiring.
  - Nico goes down to 30 hours from May - August
    - Other PIRGs work Mon-Thurs

## 12. Research Honorarium

- Nico suggests providing an honorarium to a placement student who has been working as an unpaid intern for OPIRG.

### **Motion to move in camera.**

Motioned by Robert. Seconded by Addison. Board Consensus

Moved into camera at 8:29pm

Moved out of camera at 8:39pm

### **Motion to offer Theresa a \$300 honorarium from the Contract Labour /Honorarium Line to support her work and research.**

Motioned by Addison. Seconded by Robert. Board consensus.

### Other Business:

1. Please read by-law 18-074 and article
  - Robert to share link in slack to follow up for next meeting.

### In-Camera Meeting:

**None requested.**

### Check out

Next Meeting Date: May 3, 2022 at 6pm

### Motion to Adjourn:

**Motioned to Adjourn the Board Meeting.**

Motioned by Addison. Seconded by Hannah. Board consensus.

Adjourned at: 8:43pm

### Upcoming Dates/Events:

- 

### Action Items:

•