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## **OPIRG Peterborough Board Meeting Minutes**

**August 23, 2022 , 6:00 PM, Via Zoom**

**Minutes by: Jenn MacDonald**

**Facilitated by: Robert Gibson**

Attendance: Jenn MacDonald, Nicola Koyanagi, Rob Gibson, Addison Clermont

Regrets: Hannah Austin

Announcements:

Called to Order: 6:03PM

Land Acknowledgement

Check-In

Staff Reports:

*Nico Koyanagi, Coordinator:*

- Dropped off a bunch of donation items with Liz and Addison – the office is getting organized and tidy!!
- Hired Special Events Coordinator, Welcome Isabella!
- Exit interview with Liz, Programming Coordinator
- Attended Levy Council meeting
- Supporting Diversity, Equity, and Inclusion creation of a survey to better support the membership
- Bargaining
- Planning for Indigenous Abolitionist Study Group and hosting a weekly event
- Preparing and Facilitating Green Dishes Order for JoAnne's place and Camp Firely
- Getting up to date on finance and admin and preparing to create the 2022-2023 budget
- Supporting Special Events Coordinator with planning DisOrientation Week 2022
- Attending IDC meetings

I was also on vacation for two weeks. I have been posting on social media, weekly staff meetings and supervision, offering references, financial duties including bills, reconciliation, remittances, WSIB, union dues, payroll etc.

*Isabella, Special Events Coordinator*

- Cleaned the OPIRG Office
  - Installed the Green Dishes and Free Market shelves
  - Re-organized craft bins
  - Sorted through donation items
- Started prepping for Dis-O Week
  - Theme: Resistance and Community Building: Supporting and uplifting one another while simultaneously resisting colonialism, capitalism, and the cis-heteropatriarchy
  - Updated website and Google Form
  - Promoted that we are accepting applications
- Free Market Proposal
  - Created a plan based on what was discussed at the Free Market meeting
  - Details how the Free Market will run going forward, how donations will be accepted, where clothing will be stored, etc.
- Sponsorship Proposal
  - Created a plan based on how other PIRGS approach sponsorship requests
  - Details how requests will be accepted so the Board knows how many requests they will receive and thus how to divide the sponsorship budget appropriately
- Social Media
  - Created various posts for Instagram/Facebook including:
    - National Indigenous Peoples Day
    - Working Groups
    - Cancel Canada Day
    - Dis-o Week
    - We're Hiring
    - Resources to Support Indigenous Peoples
    - Indigenous Abolitionist Study Group

**Things I Will Be Working On**

- ❖ Donations
  - Drop off the donation items from the OPIRG office to organisations such as Vinnies
- ❖ Wrapping up Job

- Exit interview
- Canada Summer Jobs survey
- Uploading documents to SadNet

### Board Reports:

#### *Robert Gibson, Chair:*

- Participated in the Indigenous Abolitionist Study Guide
- Proposed reviewing hiring practices to make things easier for people with Autism
- Shared updates on local events/ politics
- Prepared agenda for August 23 2022
- Provided feedback on Free market event
- Researched barriers to employment for people with autism
- Attended board meeting that did not receive Qurum

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

- Attended some meetings for Trent Lands Project
- Resigned from Internal Development Collective to focus on Finance and Administration collective

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

- Helped with Green Dishes pick-up
- Followed up with Board Members via email
- Sent a few motions via email

#### *Hannah Austin:*

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#### *Kenzi Noble:*

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### Approval of the Agenda:

#### **Motion to approve the Agenda.**

Motioned by Addison. Seconded by Jenn. Board consensus.

### Passed Motions via Email/Slack:

1. **July 21, 2022: Jenn Motions for Nico return to 40hrs/week starting on August 8th after her vacation (July 25-Aug 5). Seconded by Rob. Supported by Addison.**
2. **August 19, 2022: Jenn motions for LGBTQ2IA leadership Camp Fyrefly to have access to Green Dishes (rental value of \$13.75) free of charge for their staff event. Seconded by Rob. Supported by Addison.**

### Old Business:

1. Approval of Minutes for: **Motion to approve the minutes from [June 7 2022](#)**  
Moted by Jenn. Seconded by Addison. Board consensus.
2. Laptop Update
  - Nico hasn't been using the OPIRG laptop as she is concerned about its functioning.
  - Nico is going to look at purchasing a webcam for it and will be back in the office in September in a more permanent setup.
3. Research proposal - Addison [tabled]
  -
4. **30 seconds of reflection**

### New Business:

1. Budget Proposal (Working Draft)
  - **Revenue**
  - *Grant Revenue*: CSJ funding + grant from Pinnguaq. We received a bit more than expected.
  - *Green Dishes*: Only brought in about \$50 which was expected.
  - *Provincial Travel Reimbursement*: Received \$200 (AGM food costs etc.)
  - *Other revenue*: We did not apply for the NIND Fund (\$500) that we normally do, but we received more revenue from Anti-O trainings. As well, we received interest from our bank accounts.
  - *Sponsorship DisO*: Did apply for a few grants (Trent & CUPE)
  - *TIP Wage Subsidy*: Received 2 positions
  - *Trent Levy Revenue*: We overestimated around \$750. This revenue is attached to the cost of living.

- *TWSP Wage Subsidy*: Received 3 positions. Only covers 75% of the position. We are under \$400 because we had some misunderstandings with staff and TWSP contracts.
- **Total Income - estimate \$144,000**
- **Expenses**
- *Accounting*: Was higher this year, but we are now using Quickbooks to do taxes, T4s etc.
- *Advertising & Promotion*: A bit over budget with purchasing an Arthur Ad to support them and our promo.
- *AGM*: Spent the \$1000 that was budgeted. Used for honorariums, gifts, etc.
- *Banking*: Estimated \$400 due to charges for e-transfers, but we only spent \$57. Now budgeted for \$100.
- *Board Meeting & Retreat*: Expenses were under budget, less people on the board and did it virtually. Only spent 11% of the budget. Keeping it the same to keep options open (in person, more members, facilitator, etc.)
- *Computer Expenses*: Budgeted for \$2000 due to purchase for a laptop. Went down to \$1000 as we don't need to purchase another laptop.
- *Contract Labour/Honorarium*: Budgeted \$16,850 as we thought we could hire another staff member, but found out they would have to be unionized which would cost more. Nothing budgeted yet. **To revisit. A portion of the TWSP Wages expenses need to be charged here from Kelsey.**
- CPP Expenses:
- *CSJ Positions*: Needs readjustment. Expected to get 2, 16 week contracts but only got 2, 8 week contracts. Proposal: Give wage surplus to accommodate cost of living.

(Discussion on providing living wages to student staff)

- *DisOrientation & Vegan BBQ Cost*: Will be at \$4000 year after year.
- **EI Expense: Needs revisiting.**
- *Events & Workshops*: consistent budget of \$5000 for speakers, food, events, etc.
- *Facility & Equipment Cost*: Budgeted for new office equipment but we only purchased one chair. Amount was carried over to this year.
- *Financial Training or Software*: Consistent budget of \$1500
- *Health Benefit Green Shields*: Cost is a little higher now, so budgeted for \$2800. If we want to hire another staff member, this would double.
- Insurance: Liability and Board insurance - rounded
- *Levy Refund*: Kept at \$100.
- *Local Travel*: Hasn't been used as much with WFH, but with anticipation of more staff and in person events it is budgeted for \$300
- *Office Supplies*: Consistent at \$750
- **OPIRG Provincial Misc: This line includes too many things. Needs revisiting.**
- Payroll Expenses:

- Taxes:
- Federal Taxes:
- Total Taxes:
- Wages:
- Total Payroll Expenses:
- *Postage*: \$105
- *Printing Special*: Most is for DisO and working groups. Consistent at \$1000.
- *Programs*: Consistent at \$1000.
- *Rent*: Rent is increasing considerably in order for Sadleir House to pay staff a living wage. \$1960.37 to \$5356.20
- *RRSP*: Needs adjustment. A previous coordinator had an uncashed cheque of \$800 that we had to reissue.
- *Sponsorship Expenses*: Using almost all that was budgeted for \$6000. Proposal to put to \$9000.
- *Staff Appreciation*: Consistent at \$600.
- *Staff Development Expenses*: Consistent at \$1250.00
- *Telephone*: Consistent at \$1000.
- *Volunteer Appreciation*: Consistent
- *Wages TWSP*: Needs readjustment.
- *Wages Coordinator*: Budgeted with COLA and pay increase at 2 year anniversary in mind at \$55,000.
- *Wages TIP*: Needs readjustment.
- *Working Group Expenses*: Need to do more to engage with groups. Budgeted consistently at \$1500.
- *WSIB*: Consistent at \$150.
- *Year End Financial Review*: Anticipated increase. Budgeted for \$1300.
- **Total Expenses - \$132,361.20**
- **Net Operating Income - \$11,638.80**
- **Net Income - \$11,638.80**
- Nico to reevaluate the budget and send updated copies to Board via email for approval before September 1.

2. Proposal to [Support Elder Dorothy's Wheelchair GoFundMe](#)

- Dorothy is a prominent member of the Curve Lake and Nogojiwanong community as a local elder.
- She is in need of a mobile wheelchair to support her day to day living. They are looking to raise \$32,000 for the chair.
- Addison is suggesting we possibly look at providing a sponsorship or encourages folks to donate individually.

**Action Item: The bottom-liner of policy and the board to prioritize creating the Mutual Aid Policy to make further decisions.**

**Action Item: Addison to follow up with suggested motion via email.**

3. [Free Market Revitalization Proposal](#)
  - The board is comfortable with the idea of the proposal for a TWSP to be geared towards the Free Market and to bring the program back to OPIRG under a new model.
  - Further discussion tabled.
4. [Sponsorship Request Proposal](#)
  - Remaining funds for each period will be carried over.
  - Suggestion to implement this in February to give time for students and the community to adjust to the new model. Monitor sponsorships from Sept - Feb with the designated amount in mind, but accept them as they come in while promoting the new model.
  - Working in a back up fund for emergency/special events like rallies etc.
    - This can be the additional \$3000 that is budgeted for sponsorship.
  - Start advertising the new model in September 2022, with notice that we will be implementing the structure in 2023. With understanding that the Board will keep the funding amounts in mind throughout the process.
5. **30 seconds of reflection**
6. Levy Council Staff position funding
  - The TCSA used to provide administrative support to the Levy council for things like reminders for financial statements, etc. but it started to turn into a power dynamic with withholding levy funding etc. This created tension between the TCSA and the Levy Groups as the person who was doing this was not told to do this, or was not chosen by the Levy Groups.
  - The Levy council is looking to hire a staff member to help with Levy items and has asked all Levy Groups to contribute. The suggested amount is \$150 for OPIRG.

**Motion: to support with the contribution of \$150 to the Levy Liaison for the 2022-2023 school year pending approval of the position.**

**Motioned by Addison. Seconded by Rob. Board consensus.**

7. Afrocentric Awareness Network of Peterborough funding request
  - Sponsorship request of \$982 for drumming, crafts, education, prizes etc. for an event on Sept 11 to raise awareness for positive Black heritage and culture.

**Motion: To support Afrocentric Awareness Network of Peterborough with an \$982 sponsorship for their event.**

**Motioned by Addison. Seconded by Jenn. Board consensus.**

8. Reviewing OPIRG hiring process re: reducing barriers for people with ASD
  - [Report for context](#)

- The idea is to evaluate our hiring practices through a committee in relation to accessibility, diversity, equity etc.

**Action Item: For the policy committee to begin an evaluation process and informal audit of OPIRG's hiring policies and practices.**

9. Board Portfolios and Committees (tabled until the full board is present)

**10.30 seconds of reflection**

Other Business:

1. Clubs and Groups Day Sept 13 10am - 2pm – any volunteers?
  - Addison can support.
2. Volunteer Expo Sept 14 10am - 2pm – any volunteers?
  - Addison can support.
3. Sadleir House increasing rent costs – will be included in 2022-2023 budget
  - Discussed in budget item.
4. Update browser for Slack
  - Some may need to update their browser to continue using the app.
5. Inquiry into partnership with the TQC re: municipal election [tabled]
  - TQC has not met recently.
6. Please read [By law 18-074](#) and article
  - The board is invited to read.
7. Setting Date for Action Planning
  - To be discussed via email.
8. Finishing the Bee Box
  - To be completed at Free Market & Vegan BBQ

In-Camera Meeting:

**None requested.**

Check out

Next Meeting Date:



Motion to Adjourn:

**Motioned to Adjourn the Board Meeting.**

Motioned by Addison. Seconded by Robert. Board consensus.

Adjourned at: 9:19pm.

Upcoming Dates/Events:

- DisOrientation Week
- Accessibility Plan - comments due by Aug 31.
- Municipal Election - October 2022

Action Items:

- **Action Item: The bottom-liner of policy and the board to prioritize creating the Mutual Aid Policy to make further decisions.**
- **Action Item: Addison to follow up with suggested motion via email.**
- **Action Item: For the policy committee to begin an evaluation process and informal audit of OPIRG's hiring policies and practices.**