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OPIRG Peterborough Board Meeting Minutes

June 5, 2023, 6:00 PM, Via Zoom

Minutes by: Jenn MacDonald

Facilitated by: Nico Koyanagi

Attendance: Nico Koyanagi, Robert Gibson, Addison Clermont, Jenn MacDonald, Pakin Pongpaiboon, Kadence Buttery, Karter Deedman, Ishita Gurav

Regrets: Jessica Scott

Announcements:

Called to Order:

Land Acknowledgement

Check-In

Staff Reports:

Nico Koyanagi, Coordinator:

- Coordinating hiring committee and hiring process & interviews
- Meeting with Matt re: office space
- Planning film screening and community discussion with the Indigenous Abolitionist Study Group – June 8th at 6pm in Nozhem
- Attending Inwendaamin Oki meetings
- Green dishes pick up and drop off for community film screening
- Onboarding Karter Deedman, new programming coordinator!
- Supporting Karter in organizing the next Free Market Pop-Up: June 19th with Food Not Bombs from 5pm - 8pm
- Karter and I spoke with Matt and they are allowing us a trial run of leaving the Free Market Collection Bin on our porch for the two weeks leading up to the event. Karter will empty the bin every morning and evening at the beginning and end of their work day
- We also emptied the bin at Trail College

- Met with Trinity D'Eri, BSW placement student for 2023-2024 school year
- Coordinating button maker rental for the New Canadian Centre
- Coordinating button maker rental for the Dragon Boat Festival
- Met with Jessica to review WordPress and how to upload minutes to the website
- Coordinated with new Free Market volunteer, Kate, who has been coming into the office weekly for a couple of hours and is helping to sort and organize donations and come up with good systems for us!
- Provincial meetings including internal development collective meetings and all-collectives meetings
- Created a link for others interested in ordering [OPIRG Peterborough hoodies](#) – are people okay if I share this on social media? I know some previous employees like Sreeja and Kelsey have expressed interest.
- We have also finally received 60 copies of the OPIRG zine!! 40 more will be on their way when they are received by the distributor.

In addition, I have been keeping on top of communications, social media, and other financial and administrative duties. I am a bit behind on reconciliation but am hoping to catch up after the film screening.

Karter Deedman - Programming Coordinator

- Reviewed all policy and guiding documents, previous coordinator's documents, Sadleir net, social media, website, newsletters, etc and completed all starting paperwork and ADOA training.
- Introduction post
- Determined date, time, and location of Free Market: June 19th, 5-8 pm, Confederation Park, in collaboration with food not bombs
- Created and distributed promotional materials, including volunteer and donation callouts, by postering, sharing with community contacts, and including them in the newsletter.
- Made Facebook event for free market
- Added free market to event calendars
- Created a new volunteer sign-up form and began distributing
- Created and sent out May Newsletter
- Created email for the mailing list about Free Market
- Cleaned up and reorganized green dishes
- Replaced the naloxone kit in the office
- Pride post
- Updated free market pages on website
- Added first-aider to volunteer roles for free market
- Suggested and designed Free Market Buttons
- Updated the postering guide to encourage posters to be brought to/posted at locations where marginalized populations (who are most likely to need free necessities) are more likely to see them.

- Listened to research paper on the housing crisis.
- Created a new call-out post for the free market zine, including prompts this time
- Attended #JusticeForCileana rally at city hall
- Helped pick up donations at Traill
- Published donation call-out posts on Instagram and Facebook.
- Contacted community partners about the Indigenous Abolitionist Study Group film screening.
- Put out free market collection bin and made temporary sign.

Board Reports:

Addison - Provincial Liaison

- Attended collective bargaining meetings for the employer side

Jenn - Finance Liaison

- Gathered and sent all 2022-2023 meeting minutes to Board Chair
- Printed all in-camera minutes for secure storage in office
- Responded to meeting requests for Policy Committee
- Up to date on emails & slack correspondence

Robert - Ex-officio

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Kadence - Policy Liaison

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Jessica - Board Liaison

- Prepared agenda for June meeting.
- Worked with Nico on how to update the OPIRG website.
- Attended and took minutes for the May 17 meeting.

Pakin -

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Ishita -

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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.**

Old Business:

1. Approval of Minutes for: Minutes for January 10, 2023

Motion to approve minutes for January 10, 2023.

Motioned by Kadence. Motioned by Jenn. Board consensus.

2. Approval of Minutes for: May 5, 2023

Motion to approve minutes for May 5, 2023.

Motioned by Ishita. Motioned by Addison. Board consensus.

3. Support for the Nassau wetland complex [changes to policy](#)
 - Rob suggests writing a letter in response to these changes
 - Legislation has already passed

New Business:

1. Levy Council Representative
 - Contributed \$150 last year
 - Levy council is supportive of bringing this position back again
 - Options: all Levy's contribute 0.5% or an agreed upon amount
 - Around \$650 would be 0.5%
 - The position will be paid the sum of \$6000 for 12 months for 20 hours/month at \$25/hour

Motion to suppose the levy council with a bursary of \$300 to help fund the position.

Motioned by Jenn. Seconded by Pakin. Board consensus.

2. Community Fridge grant application
 - The fridge is looking to apply for a community grant for \$1000 and is seeking a letter of support from OPIRG to use our charitable status to apply.

- OPIRG would need to submit some legal documents (LOI, Financial documents etc.)
- Suggestion for them to become a working group

Motion to support the Community Fridge with a letter of support for their grant application.

Motioned by Addison. Seconded by Jenn. Board consensus

3. Nico's Vacation

- Nico is looking July 24-Aug 11 (3 Weeks)
- 2 weeks after the 2nd CSJ contract starts
- Nico will be available on slack to answer questions

Motion to support Nico's vacation request.

Motioned by Addison. Seconded by Pakin. Board consensus.

4. Leila's Resignation from the Board of Directors

- Leila emailed Nico about her resignation.

Motion to approve Leila's resignation.

Motioned by Addison. Seconded by Kadence. Board consensus.

Action Item: Rob to initiate thank you to Leila.

5. Signing Authority

- Leila will need to be removed from signing authority
- Need someone in addition to Addison
- Kadence to be added as a signing authority

Motion to remove Leila Cora as a signing authority from Peterborough Community Savings and add Kadence Buttery starting June 6, 2023.

Motioned by Pakin. Seconded by Ishita. Board consensus.

6. Staff Liaison

- This position now needs to be filled with Leila leaving the board.
- This is probably the most important role to be filled as we have to notify CUPE about the position and they deal with HR
- Addison and Jenn both offered to step up and take on the role

Motion for Addison to take on the role as staff liaison in the interim.

Motion Addison. Seconded by Kadence. Board consensus.

7. Review of email to Sadleir House regarding office space

- Board to review.

8. Volunteer base

- <https://volunteerbase.net/>

- A database for volunteers to keep track of volunteers, hours, communication, etc.

Action item: Jenn to send out when2meet to look into volunteerbase more

Other Business:

1. None to report.

In-Camera Meeting:

None requested.

Check out

Next Meeting Date: Monday, Jul 3, 2023

Motion to Adjourn:

Motioned to Adjourn the Board Meeting.

Motioned by Addison. Seconded by Pakin. Board consensus.

Adjourned at: 7:48PM

Upcoming Dates/Events:

- Film Screening and Community Discussion with the IASG - June 8th, 6 to 8:30 pm. [Register here.](#)
- Free Market - June 19th, 2023, 5 to 8 pm. [Sign up to volunteer!](#)

Action Items:

- **Action Item: Rob to initiate thank you to Leila.**
- **Action item: Jenn to send out when2meet to look into volunteerbase more**