



OPIRG BROCK 2019-2020 MINUTES



MEETING LOGISTICS For OPIRG Brock BOD

Date: September 15, 2020 **Time:** 5:30PM - 7:30PM **Location:** Google meet

Facilitator: Kate **Minute Taker:** Pat **Mood Minder:**
Present: Kate, Pat, Bhonita, Mo, Fiona, Ash
Absent: Daniela, Kerry

MINUTES

1. **[Introduction to meeting](#):** Land acknowledgement, Labour acknowledgement, Accessibility Notes, Review of Group Norms
2. **Check-in/go around:** Names, pronouns, how you are feeling entering the meeting
Pat, Fiona, Mo, Ash, Kate
3. **News Headlines, Upcoming Niagara Events, Resource Recommendations**
 - September 20 at 2pm - [Status For All: New Visions \(St. Catharines\)](#)
 - September 30 at 1pm - [Decent Work at Brock Webinar](#)
 - Sex, drugs, and Narcan workshop: NRJ and PLN, Sept 22 at 3 pm
 - Upcoming vote about environment in Niagara region, XRN is working on
4. **Review of the agenda**
5. **Approval of previous meeting's minutes**
Proposal #1: Approval of meeting minutes from [August 25, 2020 Public Board Meeting Minutes](#)
Board decision: Approved: Kate, Pat, Bhonita
 - Daniela:
6. **Email decisions summary**
 - **Proposal #2:** Confirm that on August 28,2020 the Board of Directors approved a decision to recall Kerry Duncan as the Volunteer, Planning, & Training Coordinator at 30 hours per week starting on August 30, 2020 in the email "EMAIL DECISION by sunday"
 - **Board Decision: Approved: Kate, Pat, Bhonita**

7. Community Opt-Ins

- **Proposal #3:** Approve/ re-confirm all members listed on the [2020 Membership List](#) (most have already been approved, but adds in some new folks + CUPE 4207 members)
- **Board Decision: Approved: Kate, Pat, Bhonita**

8. Board reports

- Bhonita
 - Emailed Vanessa about accountability and signing authority stuff
 - Monitoring provincial emails, AGM
 - Facilitated 2x Anti-O workshops
- Daniela
 - n/a
- Kate
 - Attended some market meetings
 - Attended a finance meeting
 - Went to accountability/HR meeting on the 27th
 - Created some market graphics
 - Sent AGM presentation emails to XRN, SJC, CUPE 4207
 - CUPE 4207 confirmed, Nathan Cecckin will speak at AGM
 - Accountability
 - Working on presentation with NRJ and PLN for sept 22
 - Started "Alternatives to calling 911: Niagara" project. It would be great
 - XRN stuff
- Pat
 - Responded to emails
 - Tenants union stuff
 - Reached out to org's for AGM

9. Staff reports

- Kerry
 - Market Work
 - Launched the website
 - Social media
 - Planning for Market Week
 - Communicating with Black Owned 905
 - Rewrote the Finance Report template - waiting on feedback from Vanessa
 - Reached out to some of the groups to present at the AGM, confirmations so far include:
 - Fight for \$15 & Fairness - Niagara
 - Folk Arts Centre
 - NRARA - replied but no confirmation yet
 - Suitcase In Point - replied but no confirmation yet
 - AGM
 - Working on the delegation plan

- Booked the zoom with OUTniagara
- worked with Ash on getting all the promo and content up for the elections
- Did 2 livestreams, one on FB, one on IG (second worked better)
- Had a meeting with Sarah (PLN), Dee & Marcel (SIP) about the Resilient Communities Grant and they are willing to support us in that
- We have a draft letter for the DisOrientation Guide sponsorship (thanks to Mo), that needs to get reviewed before it can get sent to the Geography department
- Working with Hamnah on the [Decent Work at Brock Webinar](#)
- Following up on membership confirmations

- Ash (CRO)
 - Facebook and instagram agm nominations
 - Agm info sessions
 - Compiled board nominations
 - Confirmed CUPE membership

10. Committee Updates, Feedback, Goals, & Proposals

- Finance:

- Vanessa and Kerry are currently reworking the monthly [Finance Report Template](#), based on a suggestion from Vanessa
 - **Task: Please read through it and comment with any questions or feedback**
- Go through financial updates & [September 2020 Finance Report](#)
 - This report is mostly updates from Vanessa and Kerry
 - **Task:** Kerry send out a more thorough September Finance Report
- **Update:** [Resilient Communities Grant](#) to apply for the December 2, 2020 using the NSN as the project proposal
 - Suitcase In Point & PLN have both offered to support
- Update: Budget timeline was discussed and approved by the Finance Committee
 - We have to wait on CUPE 4207 to be able to create any approximated budget
 -

- Communications

- Using a free linktree for the market and highlights
 - These will need to get updated back to normal on October 2
- Currently have 896 (+38) IG followers, 594 (+9) FB Page likes, 205 (+3) friends on FB person, 156 (+1) followers on Twitter, 224 unique visitors to our website (span of a month)

- Special Project Coalition (Defund NRP)

- Need a next meeting date and a next reading group date
- Kerry? To send doodle poll for next meeting (early Oct?)
- Next reading group can be a couple weeks after

11. Items brought forward:

- **Proposals:** Approval of Board nominations
- **Proposal #4:** Confirmation of Adhoc Members Committee to approve the nominations and be dissolved following this agenda point, including the following OPIRG Brock members:
 - Mo Constantine
 - Fiona McKay
 - Kate Spiegel
 - Pat C.
 - Bhonita
 - Any other members present/ could be present if needed
- **Board Decision:Approved: Pat, Kate, Bhonita**
- **Daniella:**

- **Proposal #5:** The Adhoc Members Committee and the current Board Directors approve the following Board nominees (if you are up for nomination, you need to “stand aside” on the decision on your candidacy). Use the [2020 Board Nomination Packages](#) for reference
 - Fiona McKay
 - **Adhoc Committee & Board Decision (please note stand asides): Approved - Pat, Mo, Kate, Bhonita (Fiona stands aside)**
 - Kate Spiegel
 - **Adhoc Committee & Board Decision (please note stand asides): Approved - Pat, Mo, Bhonita, Fiona (Kate stands aside)**
 - Pat C.
 - **Adhoc Committee & Board Decision (please note stand asides): Approved - Kate, Mo, Fiona Bhonita, (Pat stands aside)**
 - Daniela Calderon
 - **Adhoc Committee & Board Decision (please note stand asides): Approved - Pat, Fiona, Mo, Bhonita**

12. New Items:

- Updates from OPIRG Provincial
 - AGM is coming up, Oct 17/18, board and members can attend
- Kerry present a curriculum for training and transition
 - This will come via email

- **Policy Updates:**
 - **Board Policies** - Still being finalized and will be sent out as soon as possible
 - **Task:** Kerry finish the policies and send them out
 - **Task:** When Kerry sends out policies, Board members please review and send any needed edits

- **Discussion: AGM Prep Plan** - Read through the updated [2020 OPIRG Brock Annual General Meeting & Elections Planning 2](#) doc and decide the following:
 - **Proposal #6:** Approve (or amend) the proposed AGM agenda
 - **Board Decision: Approved: Kate, Pat Bhonita**
 - **Task/ Delegation: Go through the “Pick Roles” Part**
 - **Task:** Please put your name in a comment beside the things that need to get done that you would be willing to take on AND/OR you would like to present
 - **Proposal #7:** Approve (or amend) the proposed annual report contents Board and AGM planning meeting asap with Kerry to polish stuff up
 - **Board Decision: approved: Kate, Pat, Bhonita**
 - **Daniella:**

 - **Proposal #8: Go through the “Deadlines” Part, and approve deadlines for the following:**
 - Meeting to work on AGM prep: Thurs Sept 17th @ 5:30pm
 - Deadline for Powerpoint: Sept 22
 - Deadline for written report: Sept 21
 - Deadline for groups submitting their content & presenting at AGM: September 18, 2020 (this doesn't need a deadline, just is one to know)
 - AGM dress rehearsal: Sept 23
 - Kerry to review dates
 - **Task/ Delegation: Go through and add things to “Other things that need to get done” Part and assign things**
 - **Board Decision: approved: Kate, Pat, Bhonita**
 - **Daniella:**

- **Proposal #9: Anti-Racism Action Plan:** The Board approves presenting a tentative starter plan at the AGM, including what we have done thus far and plans for the year ahead, that can function as a framework for the Anti-Racism Action Plan Committee for the 2020-2021 year.
 - **Board Decision: Approved: Kate, Bhonita, Pat**
 - **Daniella:**

- **Discussion: OPIRG Brock Community Market Update**
 - **Task:** Kerry email Board full update
 - **Task:** Kerry coordinate with Kate and Mazie for next Market meeting
 - **Please promote the raffle - we really need to sell more tickets**

- **CUPE 4207 Open House**
 - Read through the email Kerry forwarded and make a plan/ decision on what we can contribute to this event and who you want to do that work
 - Pat will look into it asap and touch base, Kate agrees to do some work

13. **Next Meeting:** Depends on the schedule of the new Board members

- **Discussion:** Cross Culture Kids Niagara (what is this?)

14. **In-camera agenda points:**

- For date to be confirmed by board
- **Accountability**
- **Discussion/ Proposal: Kerry's employment in October, 2020**
- Board to meet again to discuss HR on OCT 1st @ 5:30pm

Decisions Summary:

- **Proposal #1:** Approval of meeting minutes from [August 25, 2020 Public Board Meeting Minutes](#)
- **Board decision: Approved: Kate, Pat, Bhonita**
- **Proposal #2:** Confirm that on [INSERT APPROVAL DATE] the Board of Directors approved a decision to recall Kerry Duncan as the Volunteer, Planning, & Training Coordinator at 30 hours per week starting on August 30, 2020 in the email [INSERT SUBJECT OF EMAIL]
- **Board Decision: Approved: Kate, Pat, Bhonita**
- **Proposal #3:** Approve/ re-confirm all members listed on the [2020 Membership List](#) (most have already been approved, but adds in some new folks + CUPE 4207 members)
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 - Kate Spiegel
 - Pat C.
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 - **Board Decision: Approved: Kate, Bhonita, Pat**

Task Summary:

- Kerry to send doodle poll for next ANRP Coalition meeting (early Oct?)
- **Task:** Kerry finish the policies and send them out
- **Task:** When Kerry sends out policies, Board members please review and send any needed edits
- **Task/ Delegation:** Go through and add things to “Other things that need to get done” Part and assign things
- **Task:** Kerry email Board full update about the Community Market
- **Task:** Kerry coordinate with Kate and Mazie for next Market meeting

Board Approval:

Board Member 1

Name: Bhonita Singh

Date Approve: October 26, 2020

Signature:

A handwritten signature in cursive script, appearing to read "Bhonita Singh". The signature is written in black ink on a light background.

Board Member 2

Name: Kate Spiegel

Date Approved: October 26, 2020

Signature:

A handwritten signature in cursive script, appearing to read "Kate Spiegel". The signature is written in black ink on a light background.