



OPIRG BROCK 2019-2020 MINUTES



MEETING LOGISTICS For OPIRG Brock BOD

Date: April 14, 2020 **Time:** 5:30PM - 7:30PM **Location:** Google meet

Co-Facilitators: Kerry **Minute Taker:** Kate **Mood Minder:**
Present: Kerry, Pat, Kate, Bhonita
Absent: Bukky, Daniela

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**
3. **News Headlines**
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4. **Review of the agenda**
5. **Approval of previous meeting's minutes**
 - An edit needs to be made related to the lawyer invoice - it didn't list an amount approved or follow up tasks

Proposal #1: Accounting for the above edit, we agree to approve the meeting minutes from March 31, 2020
Board decision: Approved (Pat, Kate, Bhonita)
Bukky:
Daniela: approved

 - Task: Kerry send these minutes to Vansessa to pay the lawyer's invoice
6. **Email decisions summary**
None
7. **Community Opt-Ins**
 - None applied
 - Moving forward, we need to come up with a plan (processes and protocols) for how to people and organizations involved with the Niagara Skills Network could fit into OPIRG Brock members

- Moving forward, we need to come up with a plan (processes and protocols) for how to have CUPE 4207 members as OPIRG Brock members
- Task: Kerry keep following up with members who haven't paid memberships yet

8. Board reports

Bhonita:

- Accountability: emailed Vanessa invoice
- Didn't email previous staff yet, wondering about electronic signature?
- Kerry thinks that lawyer sends letter, so Bhonita should talk to lawyer
- Attended provincial meetings regarding York situation

Patrick:

- Responded to emails
- Board facilitation
- Rent strike stuff, bad boss/landlord reporting tool

Kate:

- Had meeting with CUPE reps and Kerry about NOL and LOU
- Working on staff proposal
- NRJ is still going

Bukky:

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Daniela:

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9. Staff reports

Kerry

- Followed up with Daniela on Comms portfolio
- Finishing up placement follow ups: waiting on responses/ transition reports from a few
- Promoting The Coming Out Monologues & Janice Jo Lee Promo (May 3)
- Working on final logistics and Designing promotional materials for JIL workshop
 - *"What is the purpose of your art/activism? What are you doing and is it working? How are you serving your community/audience with your work?"*
 - Decision is to have it be Janice as main speaker and then Marcel and myself fielding questions and Marcel
 - For participation, we are going to have an Eventbrite registration link (but it is free)
- Working with Kate, Matthew, and Rebecca from the union to work on layoff processes
- Working with Vanessa to get all the finances up to date & OPIRG-SJC Money sorted
- NSN next steps: Team meeting this week, working on the basis of unity/ initial manual,
- Grant work - update in Finance Committee

- Sat in on the weekly nation-wide PIRG call hosted by RPIRG (Regina), which was helpful for getting ideas on how to support community activism during COVID and how to deal with internal processes like signing cheques and how to host an AGM online

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10. Committee Updates, Feedback, Goals, & Proposals

- Finance:

- Update on CUPE 4207 money from Phil Wachel (4207 President)
 - "I am in the middle of 'marking season'. Once that finishes (on April 27), I will attend to submitting CUPE 4207 bylaws to National. Please be advised that the turnaround time for bylaws to be approved is lengthy."
 - In the months to come, we will need to be working on process for all of the 4207 members to be OPIRG Brock members (like do we want to pre-approve them for our coming AGM) in June
- Go through financial updates & Fundraising/ Deposit Report
 - Current bank account total is \$23,498.42 - \$1,586.08 (last payroll) + \$10,950.55 (Fundraising/ Deposit Report) - \$25* (donation we don't know if we can deposit)
 - Total = \$32,837.89
 - Outstanding fundraising money total: \$932.07 + any memberships not yet paid
 - Adjustments to Fundraising/ Deposit Report:
 - *\$25 cheque donation may not apply because it was such an old cheque that it might not be accepted
 - Typo: Cash donations is \$60 (\$10 + \$50 from NSJC workshop), not \$110
 - Getting the tax form filed on Patreon - Vanessa has login and is filling it out
 - Clarifying what is happening with our paypal - we need to fix
 - Depositing money (cash, donations, discount card money, etc.)
 - OPIRG-SJC money - there is officially \$2,205.95 left
 - In order to finish off this money, Michelle and I are working on a plan to have SJC write us a cheque for the amount (because otherwise it could be rolled into Brock's larger budget)
- Grants Action Plan Update
 - Focus of all grant research is currently on internal capacity building, NSN, the Free Store - KOBA Grant team is meeting happening tomorrow at 5pm (Kerry, Seamus, Mo)
 - Freedonia - Seamus and I are adjusting it to account for what the Board talked about in terms of timelines and will be resubmitting
 - Women's Campus Safety Grant WCSG (The Coming Out Monologues) - Deadline is end of April, will be applying to cover tech and web costs and
 - Researching new community fund from TIDES Canada Canada Helps account, and granting schedule for the year ahead as related to capacity building, the Free Store and the Niagara Skills Network

- LGBTQ2 Grant for the Niagara Skills Network - this offers up to \$100,000 between Oct 2020 and March 2022. We are meeting with OutNiagara of Friday about this
- Go through 2019 Financial Statements from Vanessa
- **Proposal #2: Approve the 2018-2019 Financial Statements.**
 - **Board decision: Approved (Pat, Kate, Bhonita)**
 - **Bukky:**
 - **Daniela: approved!!!!**
 - Task: Kerry let Vanessa know financial statements are approved
- **Proposal #3: Approve \$6,780.00 for the cost of audits from 2017-2018 & 2018-2019**
- **Board decision: Approved (Pat, Kate, Bhonita)**
 - **Bukky:**
 - **Daniela: approved**
 - Task: Kerry let Vanessa know the invoice for the auditor is approved and can be paid
- 2020-2021 Certificate of Insurance (COI) - This expires at the beginning of May and is accounted for in our budget in the year to come. We need our COI (\$5 million policy) to book spaces for free at the MIW
- **Proposal #4: Approve up to \$3400 for the 2020-2021 OPIRG Brock 2020-2021 Certificate of Insurance, with Vanessa contacting our Insurance Company to file this update.**
 - **Board decision: Approved (Pat, Kate, Bhonita)**
 - **Bukky:**
 - **Daniela: approved**
 - Task: Kerry let Vanessa know the costs for the updated COI have been approved
- Communications
 - We need a new contact person for ExperienceBU for OPIRG Brock (past staff are still listed). This person needs a BrockU email and would be responsible for putting events and updating ExperienceBU. This fits under the Comms Committee, so Daniela makes most sense
 - **Proposal #5: Daniela & Bhonita be the contact for ExperienceBU**
 - **Board decision: Approved (Pat, Kate, Bhonita)**
 - **Bukky:**
 - **Daniela: approved!!!**
 - Task: Kerry email Scarlet Stark with Bhonita and Daniela to let her know about the contact change for Experience BU
 - Really important to send out The Coming Monologues to your networks as we really need more submissions
 - Task: Everyone, please please send out The Coming Out Monologues content
 - Going to be updating the OPIRG Brock website to post ongoing webinars and COVID resources where possible (based on call with PIRGS nation-wide)

- Do we want to do a #FolksOfOPIRG series, which would be like a year in review including showcasing Board & staff (where comfortable), our placement students, past programming, community partners, volunteers, etc.
 - Decided that all board members should do it, not everyone wants to at the moment
 - Should update website though
- Accountability
 - What are the timelines to sign the documents and getting them their cheques?
 - Vanessa can't issue the cheques until the contracts are signed and so needs to hear from the lawyer when they have done that
 - Does Vanessa have invoices and needed documents for lawyers?
 - Bhonita sent this to Vanessa
 - Kerry has factored the accurate amount into new budget
 - Task: Bhonita send the lawyer the minutes with approval of the letter
 - Task: Bhonita call the lawyer to get the next steps for sending the letters for signing
 - Task: Once Bhonita gets an update from the lawyer, please send these processes to the Board and Vanessa so everyone knows the next steps

11. Items brought forward:

- CFBU-OPIRG Proposal
 - "Coordinating radio segments, the most feasible way for this to work is if the groups send their urgent "needs" to one person/group who collates everything and puts it in a list. Also there could be info about help (mental health contact numbers etc). A lot of the general info about help, who to call etc is already available online and through various parties, so I am more interested in the changing needs and situations. For example, if a new number/webpage/FB has just been started to address a certain issue, or someone needs a specific thing."
 - Note from email thread [Kate & Pat]: There are concerns related to capacity of Board & Staff
 - Note from email thread [Pat]: "maybe we can map out and approach some possible volunteers to make this happen if it's something we want to do?"
 - **Proposal #6: email Deborah and say that we don't have the capacity to do this right now.**
 - **Board decision: Approved (Pat, Kate, Bhonita)**
 - **Bukky:**
 - **Daniela: approved**
 - Task: Kerry follow up with Deborah and ask about connecting her to Caremongering Nlagara
 - Task: Kerry work on building a centralized list on website of ongoing webinars

12. New Items:

- Signing Authorities - we have to solve the fact that Winnie and Kecha were the Board signing authorities and now we have no Board members, just Kerry and Vanessa.

- We need signing authorities to be able to verify our bank account on Paypal
- We don't currently know if there are any impacts of having International Students as signing authorities and how to change it during COVID - Vanessa is checking in on these things.
- **Proposal #7: Depending on the allowance of International students as signing authorities, the OPIRG Brock Board approves the following list of people as signing authorities:**
 - First Choice: Bhonita Singh
 - Second Choice: Kate Spiegel
 - Third Choice: Daniela Calderon
 - Fourth Choice: Patrick Clohessy
- **Board decision: Approved (Pat, Kate, Bhonita)**
 - **Bukky:**
 - **Daniela: approved**
- Task: Kerry follow up with Vanessa to let her know the changes for signing authority
- Staffing proposal
 - **Proposal #8: Approve the Draft Notice of Termination to be sent to Kerry, Matthew (Union Shop-steward), and Vanessa**
 - **Board decision:**
 - **Bukky:**
 - **Daniela: approved**
 - Task: Kate finalized document and send to Kerry, Vanessa, and Matthew via the Board account
 - Task: Kerry, send final timesheet into Vanessa
 - **Proposal #9: Approve the Letter of Understanding to be sent to Kerry, Rebecca (Union National Representative), Lyndall Musselman (CUPE 1281 President), and Matthew (Union Shop-steward)**
 - **Board decision: Approved (Kate, Pat, Bhonita)**
 - **Bukky:**
 - **Daniela: approved**
 - Task: Kate finalized document and send to Kerry, Rebecca, Lyndall, and Matthew via the Board account
 - Task: Kerry, upon receiving LOU, e-sign it and send it back to the Board account and union
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- OPIRG Brock's position on PACHRED
 - **Proposal #10: OPIRG Brock maintains its seat on PACHRED but shifts the role from staff to a Board member and that Board member be Bhonita Singh**
 - **Board Decision: Approved (Kate, Pat, Bhonita)**
 - **Bukky:**
 - **Daniela: approved**
 - Task: Kerry email Shannon Kitchings with Bhonita cc'd to let her know about the change

- Free Store Statement + plan
 - **Proposal #11: Approve statement about Free Store**
 - **Board Decision: Approved (Kate, Pat, Bhonita)**
 - **Bukky:**
 - **Daniela: approved**
 - Task: Kerry transfer the statement to an IG post & put on website
 - Task: Kerry follow up with people who have reached out about donation
- Bukky's Board Position
 - Task: Kate follow up email to Bukky to clarify

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13. Next Meeting: April 28, 2020

DECISION SUMMARY

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TASK SUMMARY

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Board Approval:

Board Member 1

Name: Bhonita Singh

Date Approve: March 31, 2020

Signature:



Board Member 2

Name: Kate Spiegel

Date Approved: March 31, 2020

Signature:

