



# OPIRG BROCK 2019-2020 MINUTES



## MEETING LOGISTICS For OPIRG Brock BOD

**Date:** January 21st 2020

**Time:** 5:30PM - 7:30PM

**Location:** PLN

**Co-Facilitators:** Eli & Kerry

**Minute Taker:** Bhonita

**Mood Minder:**

**Present:** Winnie, Bhonita, Kerry, Patrick, Claire, Emma, Sidney.

**Absent:**

## AGENDA

1. **Introduction to meeting: Land acknowledgement, Labour acknowledgement, Accessibility Notes, Review of Group Norms**
2. **Check-in/go around: Names & pronouns**
3. **News Headlines**
  - Explanation for community members that we have this in the Board meeting to make sure we are staying up to date on local/ political news
  - Proposal to skip this point this meeting
  - Decision: Consensus
4. **Review of the agenda**
5. **Financials check-in**
  - No financial decisions were made via email since the last Board Meeting
  - Update: An Anti Oppression Workshop Facilitator (Vince Pacilli) donated his honorarium (\$200) back to OPIRG Brock, so we
  - Proposal: Move the Financials Check-in under the Finance Committee Update/ Staff update for all future meeting agendas
  - Decision: Consensus
  - Task: Eli adjust agenda and minutes templates to reflect this change
6. **Email decisions summary**
  - No decisions were made via email since the last meeting
7. **Approval of previous meeting's minutes**
  - Proposal to approve the previous meeting's minutes (December 16, 2019)
  - Decision: Consensus
  - Bukky's Feedback:

## 8. Community Opt-Ins

- Gavin Fearon, Winnie Murombedzi, Stephanie Piovesan, and Shane Taylor - all previous members with no reports to have been in violation of any OPIRG Brock policies
- Proposal: Approve all four membership renewals
- Decision: Consensus
- Bukky's Feedback:
- 1 new member - Dharmi - an International student who will be starting at Niagara College in January 2020
- Proposal: Approve the new member's membership form
- Decision: Consensus
- Bukky's Feedback:
- Task: Kerry email all the members (including one's approved at the last meeting)

## 9. Board reports

- Eli:
  - During the break – set up Opirgb@gmail on their computer to access
  - Responded to Alexandra Sandison and other necessary emails
  - Set up Board Meeting agenda, sent past minutes for review, created new agenda, promoted public board meeting
  - Contacted Rachele about future of OPIRG and supporting our staff member Kerry
  - KOBA Work
    - Meeting with community member 2020-01-08 (Mazie)
    - Multiple meetings with Mo pertaining to organizations to support KOBA, co-designed emails to be sent.
    - Contact with Kerry on several KOBA initiatives: businesses, organizations and in person meetings. Discussions on raffle.
    - Made donation for the Jan 20 raffle
    - Volunteered at Queer and Trans Concert merch table

Winnie:

- Went to Finance Committee last Thursday
- Meeting/ talking with Vanessa about Finances
- \$45 000 available right now
  - We need to account for upcoming bills (ex. \$10,000 for audits, \$5000 for legal-related costs, undetermined lawyer fees)
- Bhonita:
  - Attended OPIRG events for Brock 2SLGBTQ+ Pride week (Film screening on Saturday, Concert on Monday)
  - Contacted lawyer to ask outstanding questions
  - Lawyer's answers: We have no money owed to them currently and there is a plan to set up a meeting to discuss the ongoing accountability process (more info in the Accountability Committee Update).
- Bukky
  - Task: Bukky needs to submit a Board report

## 10. Staff reports

### Kerry

- Figuring out finances, numbers, monthly costs.
- Koba 27-30 hours per week. Attending meetings, setting up raffles, Brock Pride week planning and co-running events.
- Adapted programming to support fundraising
- Met with placement students. Most work on Koba, 2 working with harm reduction. Met with grant student. Met with Chloe Free Store. Free Store happening next Friday at International centre from 1-5pm at Brock.
- Met with Masie with Eli. Projected \$1000 fundraising profit from an event in March - Makers Market.
- CCDC cards being sold.
- Having meetings with Seamus for grants through KOBA
- Took off 3 days at Christmas.
- KOBA check-in email sent to team
- OPIRG York; meetings & on calls to support.
- Call with Rachele
- Facilitated the first public meeting of Niagara Social Justice Coalition (Impacts of Ford in Niagara Campaign)

## 11. Items brought forward:

- Location/ Space Update - removed from agenda
- DART main stages and casting - removed from agenda
- Official Officer elections needed for CRA (President, Vice President, Secretary, Treasurer)
  - Proposal: Winnie to remain as Treasurer, Vice President Bhonita, Secretary Bukky and Eli as President.
  - Decision: Consensus

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## 12. Committee Updates, Feedback, Goals, & Proposals

### - Communications - no updates

### - Accountability

- Bhonita called the lawyer to set up meeting dates to follow up
- Date decided that Winnie and Bhonita will go to the lawyer: January 29th 10AM
- Task: Bhonita follow up with lawyer
- Task: Winnie and Bhonita go to meet the lawyer to get the draft letter
- At a future meeting, we need to discuss accountability measures around what happened at the second last Free Store

## - Finance

- Met last Thursday
- With none of the fundraising money added, we have about \$45000 currently in the bank
- Kerry submitted a fundraising report, which indicates that up until Jan 16, 2020
- Task: Kerry submit a fundraising report from the concert
- Based on the numbers and monthly costs provided by Vanessa, Kerry is bring the staffing proposal and grant proposal later in the meeting

## 13. New Items:

### - Programming Updates

- We have had 2 really successful events this week (Saturday & Monday)
- With Brock 2SLGBTQ Pride Week, there are events supported by OPIRG Brock all week, but our main ones/ fundraising are over
- [We Are the Radical Monarchs](#) had a pretty good turn out (based on audience numbers and feedback from the attendees)
- There are 4 more coming, one per month
- Task: Kerry send out info about this series to the Board
- Free Queer & Trans Concert at Warehouse was a huge success - we had 70-100 people who loved the performers (Jermaine Marshall, Delta Don, Saint Stone, Janice Jo Lee)
  - Strong feedback from attendees, venue staff, volunteers, and performers
  - The President of BrockU (Gervan Fearon) was in attendance for 3/4 acts
  - We are receiving a free set of photos from the show from local photographer, Erica Sherwood
  - Funded by SJC
- Other updates moved to email/ next meeting

### - Staffing proposal

- As was mentioned in the Finance Committee Update, Kerry has drafted a staffing proposal based on the numbers provided to them by Vanessa related to regular and one-off costs
- The following copy & pasted from the document provided from the Board for the Staffing Proposal:
  - **Proposal:** As outlined in the CUPE 1281 Collective Agreement, Kerry goes on Leave of Absence Without Pay, beginning February 2, 2020. As per the CA, on May 2, Kerry will inform the Board if they intend to return to her position, resign her position for file for an extended leave of absence without pay.
  - **Reason:** This proposal allows the current funds at OPIRG Brock to be used on:
    - the costs we currently owe

- maintain Vanessa as the bookkeeper
- Renew our insurance policy until April 2021
- Renew our website and emails until April 2021
- Allows Kerry to keep their position on the OPIRG Provincial Board
- If OPIRG Provincial offers Brock money for Kerry to take on Provincial work, they can get partially recalled
- If we get a grant that pays for staff hours for the Free Store or the community connect program (being developed for the Ontario Skills Catalyst Grant), Kerry can easily be recalled, as hiring processes is very intensive and not worth it
  
- **Additional points to consider:**
- Health Benefits
  - Option 1: Kerry opts out of her benefits (because it would be at her own costs)
  - Option 2: OPIRG Brock continue to pay for their benefits while on Leave of Absence (not preferred as it just means we need to
- OPIRG Brock 2020-2021 - With the above proposal we can still be a community resource because we can
  - Host the Free Stores (especially the ones we have already been asked to do into October)
  - Have a website for community resources
  - Book space for groups
  - Allows us to budget the money we are currently fundraising and will get in the summer from Provincial
  - This would allow us to close OPIRG Brock at the 2021 AGM (in the case that we get no grant money)
  - We won't take on additional programming (unless approved by a grant), besides what we have already committed to
- Reimbursements
  - We don't currently have a budget for Kerry to submit reimbursements
  - We can talk about allowing this by a deadline
  - It also doesn't have to happen
- Discussions
  - Eli called the Rachele, who recommended Leave of Absence over Lay Off
  - There are questions about the role of the shop steward at the union - does her advice serve the Board or the staff (assumption the staff because they are from the union)
  - Kerry feels strongly that this proposal was built in the best interests of the Board and OPIRG Brock overall
  - Discussion of what our insurance policy covers in terms of staff on Leave of Absence. Only Vanessa has the full policy, so we need to get it to see
  - Concern about how quickly we can get these questions answered because every day Kerry stays not on Leave of Absence

- Discussion around what Kerry can be allowed to volunteer doing on their own time (which would be their choice) if on Leave of Absence
  - Decision: The proposal cannot be decided on if there is this much discomfort with it from the Board
  - Bukky's feedback:
  - Kerry will send an updated budget report to account for her
  - We need to know how many sick days/ vacation days Kerry has left as that will impact Leave of Absence/ and any other options (as per the Collective Agreement)
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- Task: Board follow up with CUPE 1281 to find out who at the union is best to advise them
  - Task: All Board read through the 1281 Collective Agreement to form opinions on Kerry's proposal/ come up with
  - Task: Board go through insurance policy to see what is and is not covered for staff on Leave of Absence (are they allowed to volunteer?)
  - Task: Vanessa send Board & Kerry the insurance policy with all the details of what it covers
  - Need to ask more questions about the rights of staff during Leaves of Absence
  - Task: Winnie contact Labour Board to ask her questions
  - Task: Rework fundraising budget goals to account for the fact we will still be dealing with paying Kerry past February 2
  - Task: Vanessa send Kerry how many sick days and vacation days Kerry currently has available to her

**- KOBA Updates (Community members - Patrick & Claire)**

- Kerry sent out a check in email to all KOBA team members to check in on where people are at
- Kerry has been in the process of delegating and meeting with people to take on being the leads of various parts of the fundraising campaign
- Claire and Patrick reached out to Breighann because she was listed under volunteer management
- Breighann, Claire, Patrick, and Kaho had a meeting to talk about breaking up tasks
- Need more direction on who to direct questions to. Answer: Kerry (it's the best way to allow them to delegate)
- Task: Send a follow up email to Claire and Brieghann about meeting
- Claire expressed interest in KOBA Volunteer Management and Communications, and expanding the Free Store
- Patrick asked if there was an option to have a separate email so that it doesn't need to get sifted through Kerry
- On the contact sheet, it is intended to list everyone's email that they are comfortable sharing with the group

- Question: If the Niagara Anarchist Reading Group signed up as an Action Group member, do the main people need to pay and sign up with individual memberships
- Answer: Yes individuals still need to individually sign up, but there is a \$0 option, especially as AG members need to pay \$10/month or \$120/ year
- Feedback that there needs to be more organization for the KOBA groups/teams that have directives and tasks.
- Task: Kerry update KOBA spreadsheets to be more specific for each team or in general.
- Task: Send Claire contact for new folks

### **- Skills Catalyst Grant**

- This grant is through the Ontario government and is all encompassing of the consultation, networking, and workshop content OPIRG Brock does
- Current plan is do it in collaboration with Suitcase In Point and the CUPE Ontario 'Communities Not Cuts' campaign (both of which have directly asked us for the services provided in this grant)
- Concern because due Monday Jan 27 - so if approved, will do our best to get it in
- We need audits to submit grants
- Agreed among the Board members that the board approved doing audits months ago
- Proposal: Have Vanessa move forward on the audits as soon as possible, which is estimated at a max of \$10, 000 (currently available and budgeted for in current funds).
- Decision: Consensus
- Bukky's Feedback:
- Concern is that Vanessa needs to open the Ontario grants portal for OPIRG Brock (already emailed to her on Friday January 17 to request to open the portal - no reply currently)
- Proposal: Kerry doing the work to submit this grant on Monday. If it doesn't get done, that is ok and Kerry is still empowered to work on the project to apply for
- Board agreed that applying for the grant is a good idea
- Decision: Approved
- Bukky's feedback:
- Task: Vanessa set-up needed audits as soon as possible
- Task: Winnie follow up with Vanessa to make sure she files the audits
- Task: Winnie follow up with Vanessa to make sure she got Kerry's email about registering the grants portal
- Task: Vanessa open the Ontario grants portal sent by Kerry

### **- 2 funding proposals for review**

- The Board received 2 proposals for funding from community groups
- Unfortunately we are not in the position to provide funding
- Proposal: Not accept the two funding proposals
- Decision: Consensus

- Bukky's Feedback:
- Task: Eli send reply emails

### **13. Next Meeting (and/or some of these points will come via email):**

- Next Meeting Date: February 18th 2020 at 5:30pm at PLN
- Programming Updates
- Future grants & programs
- The Coming Out Monologues
- Free Store
- Lunch & Learns with Start Me Up
- Niagara Social Justice Coalition: Board Member needed

### **DECISIONS SUMMARY**

- Move the Financials Check-in under the Finance Committee Update/ Staff update for all future meeting agendas
- Approval of Gavin Fearon, Winnie Murombedzi, Stephanie Piovesan, Shane Taylor, and Dharmi
- Approval of the previous meeting's minutes (December 16, 2019)
- Winnie to remain as Treasurer, Vice President Bhonita, Secretary Bukky and Eli as President.
- The staff proposal cannot be decided on if there is this much discomfort with it from the Board
- Have Vanessa move forward on the audits as soon as possible, which is estimated at a max of \$10, 000 (currently available and budgeted for in current funds).
- Kerry doing the work to submit this grant on Monday. If it doesn't get done, that is ok and Kerry is still empowered to work on the project to apply for
- 
- Not accept the two funding proposals sent to the Board

### **TASK LIST**

- Task: Eli adjust agenda and minutes templates to reflect this change
- Task: Bukky send Board report
- Task: Kerry email all the members (including one's approved at the last meeting )
- Task: Kerry update KOBA spreadsheets to be more specific for each team or in general.
- Task: Send Claire contact for new folks
- Task: Board follow up with CUPE 1281 to find out who at the union is best to advise them
- Task: All Board read through the 1281 Collective Agreement to form opinions on Kerry's proposal/ come up with

- Task: Board go through insurance policy to see what is and is not covered for staff on Leave of Absence (are they allowed to volunteer?)
- Task: Vanessa send Board & Kerry the insurance policy with all the details of what it covers
- Need to ask more questions about the rights of staff during Leaves of Absence
- Task: Winnie contact Labour Board to ask her questions
- Task: Rework fundraising budget goals to account for the fact we will still be dealing with paying Kerry past February 2
- Task: Vanessa send Kerry how many sick days and vacation days Kerry currently has available to her
- Task: Vanessa set-up needed audits as soon as possible
- Task: Winnie follow up with Vanessa to make sure she files the audits
- Task: Winnie follow up with Vanessa to make sure she got Kerry's email about registering the grants portal
- Task: Vanessa open the Ontario grants portal sent by Kerry
- Task: Eli send reply emails to funding proposals
- Task: Kerry - Email Claire and Breighann to meet for follow up on volunteer meeting
- Task: Kerry update KOBA spreadsheets to be more specific for each team or in general.
- Task: Send Claire contact for new folks

#### **December 16 Task List (Please do these things if you have not yet/ if it's still relevant)**

- Task: Kerry show Eli how to add signatures to past minutes and post
- Task: Kerry follow up with these members to let them know the payment process
- Task: Kerry post about memberships and send a reminder email to members
- Task: Kerry follow up to make sure all approvals are passed along to Provincial
- Task: Bhonita will draft a letter on behalf of our Board to York Board and send to everyone for review
- Task: Kerry or Bhonita communicate with Provincial that we have approved the 3% rate
- Task: Kerry continuing to follow up with HRE to get access to the Brock Special Constable guidelines
- Task: Eli can send everyone Board Portfolios
- Task: Eli go through Board Account and reply to necessary emails
- Task: Bhonita follow up with Taylor Beckett
- Task: Winnie contact Mutsa
- Task: Eli follow up with Alex from the Board account about past application
- Task: Winnie working with the union to figure out obligations and options (needs to include discussion with union and Kerry on what would be best)
- Task: For Jan 21 Board Meeting, we need to review a staffing proposal that offers options

- Task: Communications Committee needs to come up with a posting schedule
- Task: Kerry do the follow up with all of the KOBA teams to delegate the work
- Task: Kerry send list of programming via email to everyone
- Task: Kerry needs to report the costs that she is incurring especially for marketing and travel/ gas
- Task: Before Jan 21 Board Meeting, Kerry must submit all past receipts/ expense forms and/or build a costing sheet for all past expenses she has incurred
- Task: At Jan 21 Board meeting, we will need to look at how to readjust capacities around programming
- Task: For Jan 21 Board meeting, Kerry must bring a staff breakdown of what is needed for programming (including placement supervision)

**Board Approval:**

**Board Member 1**

**Name:** Bhonita Singh

**Date Approve:** March 17, 2020

Signature:



**Board Member 2**

**Name:** Olubukola Soliu

**Date Approved:** March 17, 2020

Signature:

