



OPIRG BROCK 2019-2020 MINUTES



MEETING LOGISTICS For OPIRG Brock BOD

Date: August 25, 2020 **Time:** 5:30PM - 7:30PM **Location:** Google meet

Co-Facilitators: Kate **Minute Taker:** Kerry **Mood Minder:**
Present: Kate, Pat, Kerry, Fiona (member)
Absent: Daniela, Bhonita

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, Upcoming Niagara Events, Resource Recommendations**
 - Thursday at 7pm there will be [Local Reflections on Racism](#), cohosted by Niagara Folk Arts Multicultural Centre, Niagara Region Anti-Racism Association and Positive Living Niagara
 - People trying to mobilize on Q'anon organizing under idea of "child abuse". There has been graffiti "[#SaveOurChildren](#)"
 - "Hugs not masks" rally happened in Sunday on Montebello park
 - [Abolition In So-Called Canada Syllabus \(2020\)](#)
4. **Review of the agenda**
5. **Approval of previous meeting's minutes**

Proposal #1: Approval of meeting minutes from [July 28, 2020](#)
Board decision: Approved (Kate, Pat)

 - **Bhonita's Decision: Approved**
 - **Daniela's Decision: approved**
6. **Email decisions summary**
 - **Proposal #2:** Approval of donation to 1492 Land Back Lane (Approved August 11, 2020 in email "Proposal to donate to Six Nations land defenders ***time sensitive***")
 - **Board Decision: Approved (Kate, Pat)**
 - **Bhonita's Decision: Approved**
 - **Daniela's Decision: approved**
 - Discussion on gofundme vs. e-transfer needs to happen at Finance committee

- There was a concern with potentially GoFundMe not releasing the funds
- **Task:** Finalize Finance Committee Meeting
- **Tasks:** At Finance Committee, talk about donation and putting it in place
-

7. Community Opt-Ins

- Redid membership section of the website to people easily readable
- A page about OPIRG/ membership was added to the [CUPE 4207 website](#)
- All people from the last meeting were followed up with. From this 9 people were claimed so far
- On the CUPE 4207 memberships 7 were claimed (one person was already a member)
- Deadline to register for AGM participation is September 13, 2020
- **Proposal #3:** Approve all of the following individuals as OPIRG Brock members:
- Luci Latour-Mooney (Applied through form)
 - "I've been to a few OPIRG community events and very briefly worked at Contact Niagara"
- Austin Gooder
 - "Brock U Labour Studies student, \$15 and Fairness Brock member, B.L.A.S.T. member"
- Taylor Beckett
 - Free Store Volunteer
- **Board Decision: Approved (Kate, Pat)**
- **Bhonita's Decision: Approved**
- **Daniela's Decision: approved**
-

8. Board reports

- Bhonita
 - Replying to emails
 - Working with Vanessa on signing authority
 - Sending draft to #Board-Only Slack thread related to the Accountability process currently in place
 - Attended Coalition Meeting
- Daniela
 -
- Kate
 - Just got hired as Social Media coordinator for CUPE 4207, which will be beneficial for OPIRG Brock
 - Replying to emails
 - Reading Group
- Pat
 - Made proposal to donate to Six Nations
 - Responding
 - Coalition meeting for defunding NRP
 - Reading Group
 - Several meetings of Niagara Tenants Union
 - Zine contribution for group in Toronto

-

9. Volunteer reports

- Kerry
 - Meeting with maizie and working on the market
 - Made Fb event for reading group
 - Working with CUPE 1281 about layoff
 - Met with Ash about election
 - Disorientation guide proposal
 - Followed up with Claire about Naxolone training
 - Migrant justice event
 - Working with NRJ on outreach plan, created outreach email
 - Attended Niagara Arts Equity Coalition with Suitcase in Point
 - Helped plan 15 and fairness webinar on september 30

10. Committee Updates, Feedback, Goals, & Proposals

- Finance:

- Update from Vanessa about AGM - We need to present the audits, not the budget, that needs to get approved by the Board
- Followed up on the Culture Days Grant
 - Recommended we not apply for a larger grant until we are successful with a Culture Days Grant (next year)
 - Emphasized that the activities we needed to cut for COVID adaptation, were the ones they wanted to approve
 - Recommended only working with one artist opposed to 5 stations
 - In discussing the social justice part of our mandate, it was indicated that it is dependent on the climate of the city (so maybe as it becomes more trendy, our work will seem as more applicable)
 - In discussing DIY elements, they said that if we are still quarantined next year, it will seem more appealing because people will be able to use supplies from home
- Go through financial updates & [August 2020 Fundraising/ Deposit Report](#)
- **Proposal #4:** Send Finance Committee the [Resilient Communities Grant](#) to apply for the December 2, 2020 using the NSN as the project proposal
 - Could be potentially supported by Sarah at Positive Living and Suitcase In Point
 - The NSN qualifies under the “Connected People: Building inclusive and engaged communities together” element of their mandate
 - “Organizations can apply for one or more of the following, to:
 - Equip board members and employees with supports to implement new approaches, prepare for change and build resiliency (e.g. organizational training

- and coaching, strategic planning and implementation, research & development; mental and physical health and wellbeing supports)
- Improve and increase ability to access financial resources and develop new and/or alternative sources of revenues (e.g. develop fundraising plans, identify fundraising and financial technology resources, seek opportunities for public-private partnerships and social finance)
- Adapt or re-imagine the delivery of programs and services to meet the needs of the community, employees and volunteers (e.g. identify new health and safety processes and required personal protective equipment; technology supports; staffing and volunteer recruitment and training)
- Procure equipment or renovate spaces to meet the changing needs of the organization; its programs and services, and adapt to new ways of working (e.g. equipment and/or renovations to meet changing technology health and safety, and service delivery requirements)
- Create and/or adopt new approaches for organizations to work together to meet the needs of communities (e.g. peer learning, professional development, networking, resource, knowledge and data sharing)”
- **Board Decision: Approved (Pat, Kate)**
- **Bhonita’s Decision: Approved**
- **Daniela’s Decision: approved**
- **Task:** Finance Committee talk about this grant and potential collaborators
- **Proposal #5:** 2020-2021 Budget Timeline - The OPIRG Brock Board propose to the Finance Committee to develop a budget (or budget options) for the beginning of the new Board of Directors on October 1, 2020
 - **Board Decision: Approved (Kate, Pat)**
 - **Bhonita’s Decision: Approved**
 - **Daniela’s Decision: approved**
 - **Task:** Finance Committee talk about this timeline
- **Discussion:** Send the following budget priorities to the Finance Committee for building the 2020-2021 Budget
 - An Anti-Racism Sponsorship line
 - Programming Lines
 - Space
 - Niagara Skills Network
 - Community Groups Fund
 - Board can also take some time to think about things
 - **Task:** Finance Committee talk about these priorities
 - **Task:** Board members think on budget priorities
- Kerry’s layoff - Discussion point under Items Brought Forward
 - Financial components:

- 1. Bring Kerry back for 1 month at 30 hours or reduced hours and then layoff again while deciding on the budget (Will cost money - use chart from Finance Reports as guide)
- 2. Extend Kerry's layoff until the budget is decided (\$0)
- Deadline to complete actions is Sunday, so we need an in camera meeting with everyone as soon as possible
- Discussion:
 - If we lowered Kerry's hours, the total would be at Kerry's pay rate
 - If the Board wants to reimplement at 30 hours, the Board just needs to formally email me and the union from the Board account to let me know
 - If the Board wants to reimplement at my at lower hours, the Board, the union, and myself need to sign an MOU (the union is at lower hours)
 - The picked their priority based on Kerry's preference and how it related to the CERB benefit
 - The Board can formally lay Kerry off for COVID 19 again in October and it still applies because Brock COVID conditions are still in place
 - If the Board chooses to extend my layoff, we need to sign an updated LOU with the union
 - The union has already a drafted letter, in the case the Board decides to go with the extension
 - **Task:** Kate send out a doodle for an in-camera session that needs to happen in the next couple days
 - **Task:** Everyone reply to Kate's email about setting up a meeting as soon as possible
 - **Task:** Kerry follow up with up with the union on the updates and to get the drafted letter

-

- **Communications**

- For the Market, we will be removing our standard linktree for a market one OR
- We could purchase a paid account, which would get us additional features, which lets us sort things (\$6 per month/ \$72 +HST for year) OR
- See if there is a free alternative that is as good as paid linktree
- Currently have 858 (+32) IG followers, 585 (+77) FB Page likes, 202 (+4) friends on FB person, 155 (+2) followers on Twitter (span of a month)
- We need to have a discussion about grant applications and our social media
 - Discussion for the future Board

- **Accountability**

- Bhonita is sending a draft email to the #board-only slack thread and a few discussion points

- **Task:** Board members respond to Bhonita's messages
- Need an in camera point to discuss a person banned from OPIRG
-
- **Special Project Coalition (Defund NRP)**
 - First coalition meeting happened at the beginning of August
 - Was successful, with interest in continuing to develop the coalition
 - [Abolish the Police: An Online Reading Group \(2\)](#) - happening tomorrow
 - Pat sent on guiding questions in chat

11. Items brought forward:

- **Updates:** Programming Updates
 - Supporting the Fight for \$15 & Fairness Teach-in Happening on September 30 from 1-2:30pm
 - Followed up with Claire on collaborative trainings, updates coming soon
 - **Task:** Kerry follow up on update and send that along to the Board
 - **Task:** Create an Action Plan for the Free Store, Niagara Skills Network (NSN), The Coming Out Monologues V. 2, Community Connect Discount Card
- **Discussion:** Future discussion on Kerry's employment
 - Board decision can be made at the in-camera meeting
 - Once something is decided, someone needs to propose it in a formal way (have set of public minutes or send an email, and everyone can reply right away)
 - Please let Kerry know what is decided
 - Talk through positives and negatives of 3 options sent by the union

12. New Items:

- **Proposal # 6: AGM Time & Date** - The OPIRG Brock 2020 Annual General Meeting takes place on Thursday September 24, 2020, starting at 5:30pm (including a time window before to allow for voting, depending on polling system decided by the Board)
 - **Board Decision: Approved**
 - **Bhonita's Decision: Approved**
 - **Daniela's Decision: approved**
 - **Task:** Follow up with Vanessa on timeline
- **Proposal #7: [2020-2021 Board Roles](#)** - The Board approves the updated OPIRG Brock Board Roles for 2020-2021, to be included in the OPIRG Brock Board Policies and the OPIRG Brock Board Nomination Package
 - **Note:** Add section to the beginning that makes the Board roles seem less intimidating
 - These roles have training and there is a learning curve

- OPIRG Brock is a work in progress, and so many of these requirements are to be aspired to, not expected right off the bat
- Each role has a primary person and a support person
- There is support through the staff, already existing structures and policies, and committees
- **Board Decision: Approved (Pat, Kate)**
- **Bhonita's Decision: Approved**
- **Daniela's Decision: approved**
- **Task:** Kerry make edits to Board roles (and according section in nomination package)
- **Policy Updates:**
 - **Board Policies** - Still being finalized and will be sent out as soon as possible
 - **Elections Policies** - Somewhat still using old policies and will depend on what we approve from options Ash presented in the 2020 Elections Plan
 - They will be sent out for final review and approval as soon as they are done
 - **Task:** Kerry finish the policies and send them out
 - **Task:** When Kerry sends out policies, Board members please review and send any needed edits
- **Proposals & Discussion - [2020 Election Plan](#)**
- Sent by Ash via Slack
- **Proposal #8:** The Board approves the processes for all of the following sections of the 2020 Election Plan, as presented by the 2020 CRO
 - **Part 1 - Nomination package**
 - **Board feedback/ decision:** Remove nomination from one Board member and just have the ad hoc committee
 - **Part 2 - Facebook and Info Sessions**
 - **Part 3 - Polling at AGM**
 - **Board feedback/ Decision** - Zoom Polls favourite, with contingency plan if someone contacts us and can't attend
 - **Part 4 - Campaigning and Promo**
 - **Board decision: Approved with incorporated feedback/edits (Pat, Kate)**
 - **Bhonita's Decision: Approved**
 - **Daniela's Decision: approved**
- **Proposal #9: [2020 Nomination Package](#)** - The Board approves the 2020 Board Nomination Package, as presented by the 2020 CRO. All additional edits to the form are subject to the OPIRG Brock CRO's discretion.
 - Must include edits to the Board Roles and edits to nomination process
 - **Board decision: Approved (Pat, Kate)**
 - **Bhonita's Decision: Approved**
 - **Daniela's Decision: approved**
- **Discussion: AGM Prep Plan** - Read through the updated [2020 OPIRG Brock Annual General Meeting & Elections Planning](#) doc and decide the following:
 - Meeting to work on AGM prep: Potentially Thursday before meeting Ash
 - Things we need to decide:
 - Deadline for Powerpoint:

- Deadline for written report:
- Deadline for groups submitting their content & presenting at AGM:
- AGM dress rehearsal date:
- **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
- Kate will fill out expense form for CRO and set up AGM prep meeting

- **Discussion: OPIRG Brock Community Market Update**
 - Task: Kerry email Board full update
 - Task: Kerry coordinate with Kate and Mazie for next Market meeting
 -

- **Proposal #10: DisOrientation Guide Proposal** - The OPIRG Brock Board of Directors approves creating a second volume of DisOrientation Guide to Niagara, including looking for sponsorships from the departments who could send it to their students and some potential businesses.
 - This could be sent to CUPE 4207
 - Is an extension of what we have been doing with our website and volunteer form
 - **Board Decision: Approved (Kate, Pat)**
 - **Bhonita's Decision: Approved**
 - **Daniela's Decision: approved**
 - **Task:** Kerry draft proposal for departments
 - **Task:** Kerry follow up with Kate on working on it
- **Proposals: CUPE 4207 Endorsement/ Support Plan**
 - **Proposal #11** - OPIRG Brock formally endorses CUPE 4207 in a potential strike action and write a letter in accordance with this endorsement
 - **Board Decision: Approved (Kate, Pat)**
 - **Bhonita's Decision: Approved**
 - **Daniela's Decision: approved**
 - **Proposal #12** - OPIRG Brock develops, approves, and offers a support plan for CUPE 4207 in a potential strike action. This plan will be sent to the Board for approval and will then be sent to CUPE 4207
 - Discussion - Ideas of what to include in this offer:
 - Training for their organizers
 - Create a community endorsement package with templates
 - Naloxone Training
 - Potentially devoting a certain # of staff hours to resources for this per week?
 - **Board Decision: (Kate, Pat)**
 - **Bhonita's Decision: Approved**
 - **Daniela's Decision: approved**
 - **Task:** Kerry connect with CUPE 4207 about endorsement letter
 - **Task:** Kerry work on potential support plan for CUPE 4207

13. Next Meeting: September 15, 2020 at 5:30pm,

- Approval of Board nominations
- Kerry present a curriculum for training and transition
- **Discussion:** Cross Culture Kids Niagara

14. In-camera agenda points:

- For date to be confirmed by board

Decisions Summary:

- Proposal #1:** Approval of meeting minutes from [July 28, 2020](#)
Board decision: Approved (Kate, Pat, Bhonita, Daniela)
- **Proposal #2:** Approval of donation to 1492 Land Back Lane (Approved August 11, 2020 in email "Proposal to donate to Six Nations land defenders ***time sensitive***")
Board decision: Approved (Kate, Pat, Bhonita, Daniela)
- **Proposal #3:** Approve all of the following individuals as OPIRG Brock members:
 - Luci Latour-Mooney (Applied through form)
 - Austin Gooder
 - Taylor Beckett**Board decision: Approved (Kate, Pat, Bhonita, Daniela)**
- **Proposal #4:** Send Finance Committee the [Resilient Communities Grant](#) to apply for the December 2, 2020 using the NSN as the project proposal
Board decision: Approved (Kate, Pat, Bhonita, Daniela)
- **Proposal #5:** 2020-2021 Budget Timeline - The OPIRG Brock Board propose to the Finance Committee to develop a budget (or budget options) for the beginning of the new Board of Directors on October 1, 2020
Board decision: Approved (Kate, Pat, Bhonita, Daniela)
- **Proposal # 6: AGM Time & Date** - The OPIRG Brock 2020 Annual General Meeting takes place on Thursday September 24, 2020, starting at 5:30pm (including a time window before to allow for voting, depending on polling system decided by the Board)
- **Proposal #7: [2020-2021 Board Roles](#)** - With the Board recommended edits, the Board approves the updated OPIRG Brock Board Roles for 2020-2021, to be included in the OPIRG Brock Board Policies and the OPIRG Brock Board Nomination Package
- **Proposal #8:** The Board approves the processes for all of the following sections of the 2020 Election Plan, as presented by the 2020 CRO
- **Proposal #9: [2020 Nomination Package](#)** - With the inclusion of the edits to the Board roles, the Board approves the 2020 Board Nomination Package, as presented by the 2020 CRO. All additional edits to the form are subject to the OPIRG Brock CRO's discretion.
- **Proposal #10: DisOrientation Guide Proposal** - The OPIRG Brock Board of Directors approves creating a second volume of DisOrientation Guide to Niagara, including looking for sponsorships from the departments who could send it to their students and some potential businesses.
- **Proposal #11** - OPIRG Brock formally endorses CUPE 4207 in a potential strike action and write a letter in accordance with this endorsement
- **Proposal #12** - OPIRG Brock develops, approves, and offers a support plan for CUPE 4207 in a potential strike action. This plan will be sent to the Board for approval and will then be sent to CUPE 4207

Task Summary:

- **Task:** Finalize Finance Committee Meeting time
- **Tasks:** At Finance Committee, talk about donation and putting it in place
- **Task:** Follow up with Vanessa on timeline for budget
- **Task:** Kerry make edits to Board roles (and according section in nomination package)
- **Task:** Kerry finish the Board policies and send them out
- **Task:** When Kerry sends out policies, Board members please review and send any needed edits

- **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
- **Task:** Kerry draft proposal for departments for DisOrientation Guide to Niagara, V.2
- **Task:** Kerry follow up with Kate on working on DisOrientation Guide to Niagara, V.2
- **Task:** Kerry and Kate follow up with CUPE 4207 about endorsement and support plan

Board Approval:

Board Member 1

Name: Bhonita Singh

Date Approve: September 15, 2020

Signature:



Board Member 2

Name: Kate Spiegel

Date Approved: September 15, 2020

Signature:

