



# OPIRG BROCK 2019-2020 MINUTES



## MEETING LOGISTICS For OPIRG Brock BOD

**Date:** July 17, 2019    **Time:** 5:30-7:30pm    **Location:** Positive Living Niagara

**Facilitator:** Winnie/Kerry    **Minute Taker:** Bhonita Singh    **Mood Minder:**

**Present:** Winnie, Bhonita, Bukky, Kerry

## MINUTES

1. **Introduction to meeting: Land acknowledgement, Labour acknowledgement, Accessibility Notes, Review of Group Norms**

2. **Check-in/go around: Names & pronouns**

3. **News Headlines**

- Loss of a very important community activist when Renee Martin passed away this past week
- Cedar Hopperton was released from jail (Hamilton Pride Defenders follow up)

4. **Review of the agenda**

- We heavily went through agenda to summarize points and speed up the meeting

5. **Financials check-in**

- Report from the "The Coming out Monologues (Kerry Duncan)

6. **Email decisions summary**

- Addressing issues & processes with email decisions (Stacyann Williams)
- Please reply to all proposals and feel free to add discussion + questions
- also state the reason why you are approving if you choose to approve something

7. **Approval of previous meeting's minutes**

Proposed by: [NAME]

- [ANY DISCUSSION ABOUT MINUTES]

Decision: Table to next meeting (aka: approve 2 sets of minutes)



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***Reminder: Minutes need to be signed by the President and Vice President after each meeting. Then a copy needs to be sent out to each Board Member & Staff. A copy is to be placed online and in the Archives.***

## **8. Clearing of the air (\*\*Make sure the person is comfortable with it being included in the minutes)**

-state why you approve/block/ stand aside on a decision

## **9. Community Opt-ins**

- Proposal: Approve Philip Dwomoh as a general OPIRG member

Decision: approved by Bukky, Winnie, and Bhonita

TBD Lesley:

Kecha:

- Proposal: Approve Pam Fowler as a general OPIRG member

Decision: approved by Bukky, Winnie, and Bhonita

TBD Lesley:

Kecha:

## **10. Board reports**

- [Board Members provide report on work they have done since last public meeting, including any new connections/Partners/Supporters]

### **WINNIE**

- called July 17th board meeting
- we are in good standing financially
- meeting July 18th to go over finance plan for future events
- finance committee met at the beginning of July
- update on current financial situation (no referendum this year, possible grants, etc)
- signing authorities to be added (Kerry has forms)
- Transition meeting July 12th

### **BUKKY**

- will give Kerry signed confidentiality agreement
- will read over past emails to get up to speed



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## BHONITA

- Transition meeting July 12th
- Letter of support for Hamilton Pride (approved by email proposal)
- Rewrite constitution with Kerry and Kecha

## 11. Staff reports

### Kerry

- Working with the Finance Committee on budget planning and HR matters
- Working with Communications Committee
- Developing relationships with community partners, ex. the PAC and Suitcase In Point
- Working on Brock Login (email etc)
- Orientation Planning Committee & and planning an 2SLGBTQ Movie Marathon for the first week
- Disorientation week planning
- Ensuring we maintained our seat on President's Advisory Committee on Human Rights, Equity, and Decolonization
- Working to develop an alternative funding plan
- Pre-planning for Orientation Week & DisOrientation Week
- Working with Nathan and Michelle to set up the Niagara Social Justice Coalition which is our committee with CUPE 4207

## 12. Items brought forward

- Social Media processes and sponsored ads (Winnie Murombedzi)
  - Update: All the ads have been paid for via the OPIRG-SJC fund & the automatic ads have been turned off and now need to be done manually for each event
  - Task: Change the credit card on our facebook from Kerry's personal one to the OPIRG one Vanessa has
- Online AODA Training (Stacyann Williams)
  - Task: AODA training to be sent to OPIRG board members to complete online by a certain date (to be determined, we discussed the possibility of this training being completed by the end of August)



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## 13. New items

- Proposal: to Add Staff to Our Website (Stacyann Williams)
  - This can just been in consultation with the staff
  - Task: Kerry to consult with Vanessa and add updates to website
  
- Discussion of BOD as Facilitators (Stacyann Williams)
  - We all agree that the facilitators for the board meetings will rotate
  
- Future Training Schedule & information (Kerry Duncan)
  - This is not going to be prioritized until we go through a day long visioning with Provincial
  - Board members can request trainings if they feel they need them
  
- One day planning and visioning (will cover past information and future planning) (Stacyann Williams & Kerry Duncan)
  - Bhonita and Kerry are working with Zina (Provincial Coordinator) and Baolinh Wang (Facilitator) on setting this up
  - Will include a Board responsibilities/ Being a good employer in the morning and a group visioning in the afternoon
  - We will need to pay the facilitation fee, so a budget proposal will be coming
  
- Remove Training from Meeting For 6 months (Stacyann Williams)
  - This point is no longer relevant
  
- Create a Professional Profile on LinkedIn (Stacyann Williams)
  - This seems like a lot of labour in addition to all the communication platforms we have to do
  - Discuss at a later date
  
- Put all events planned by 2018-2019 BOD on hold (Stacyann Williams)
  - instead of this; the board will review previously planned events and they will still happen



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- Finalize Special Project 2: Grants, Fundraising, Policy, & Development.(Stacyann Williams)
  - It is assumed that this confirming who is sitting on this committee
  - The answer is everyone because we really need help with grants and policy applies to everyone
  - It would be good to have a possible grant writing workshop
  
- Finance Committee (Kerry Duncan & Vanessa Fyfe)
  - It is assumed that this confirming who is sitting on this committee
  - The answer is Winnie, Vanessa, Kecha, and Kerry
  
  - Travel cost for trainers coming from elsewhere in the budget
  
- Board Meeting Travel Budget Proposal (Winnie Murombedzi)
  - We need to relook at the approval of paying for Board members
  - Proposal:
    - Kerry needs to start claiming travel costs based on mileage (the amount will be in the new collective agreement)
    - Other organizations (PLN) use a standing form to file travel expenses
    - Finance committee to come up with a travel policy that includes exceptions for special circumstances (that will be approved through email proposal)
  
- Extending Board Meeting times (Stacyann Williams)
  - This point is no longer relevant
  
- Student coming to OPIRG for the Summer (Kecha Lange)
  - This point is no longer relevant
  
- Clarifying Board Roles & Committees (Bhonita Singh)
  - This past Monday, we got Provincial to reduce our number of Board positions to 7
  - They told us that we can base our quorum on how many people we actually have rather than how many positions exists
  - For this shift, the plan is the following:
    - Remove the Action Groups Liaison position and move related responsibilities under the Community Relations Liaison



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- Move the Communications position to a committee so students, volunteers and any board members can be on it
- We need to put revised board roles in constitution (could include a minimum and maximum)
- Board Application Process (Bhonita Singh)
  - Proposal to Keep unfilled board positions open until they are filled
  - Approved by Bukky, Winnie, Bhonita
  - Lesley's Decision:
  - Kecha's Decision:
  - Task: Kerry put up post about Board callout
  - Task: Everyone send Board callout to potentially interested people
  - Task: Follow up with Philip Dwomoh to see if he is still interested
- Emails and Slack (Kerry Duncan & Kecha Lange)
  - Task: Board members are responsible for checking their Board account folders at least once a week
  - Task: In organizing the Board email Kecha needs to forward emails from the Board account to [opirgbrockfinances@gmail.com](mailto:opirgbrockfinances@gmail.com), so that Winnie can just check that account
  - Task: Please start using Slack to communicate more regularly and save important things for email
- Free Store (Kerry Duncan)
  - We have a Free Store
  - Task: Everyone to send out the call for donations
- Working with Provincial on a Training (Bhonita Singh)
  - Same as the point above
- Orientation Week (Kerry Duncan)
  - 2 days of tabling at BUSU vendor fair (Tuesday & Wednesday)
  - Thursday hosting a 2SLBGTQ+ movie marathon with Brock SJC & Brock Pride
  - We are looking into Free store at table on one of the days/ a potential low-key event at the Student Life Hub on the Friday
  - For this week, we are planning on handing out DisOrientation Guides to Niagara



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- DisOrientation Week (Kerry Duncan)
  - This is taking place between September 16-20
  - So far includes the following events:
    - Naloxone Harm Reduction Training for Servers with PLN and Warehouse
    - Curtis Carmichael - we need to deal with this as soon as possible
    - Reproductive Justice drop-in
  - Lesley and I are still working on a list of events
  - The board needs to approve event costs for this, so Kerry needs to send out a proposal
  
- Proposal: OPIRG Brock Letter of support for a family being deported in Welland (Kerry via a community member)
  - We were sent this proposal by a community member/ and past board member
  - Approved by: Bukky, Winnie, Bhonita
  - Lesley Decision:
  - Kecha Decision:
  
- Financial Survival Plan (Kerry Duncan)
  - Kerry hands out the [Multi-tiered financial survival plan](#)
  - Task: Kerry to send this document to everyone
  - Task: Everyone review document above for feedback and ways to help out
  - Task: Kerry send out proposal via email for Board to review
  
- Placement students (Kerry Duncan)
  - We currently are working on 21 placements in Public Health, 3 placements in Women & Gender Studies, 1 in Geography, and working on getting them set up with Communications, Popular Culture, and Film Studies (CPCFS), Sociology, and Labour Studies
  - Task: Kerry send descriptions to Bukky and Lesley for feedback
  - Task: Kerry send Bukky and Lesley to review resumes of placement students as well as incharge of general oversight

## 14. Next Meeting

- Go through In-camera aspects not covered in this meeting
- DisOrientation Week Plan



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## Task List:

- Task: Kecha and Lesley to read through minutes for input on decisions
- Task: Everyone is responsible for reviewing these minutes and the previous minutes (DATE) before the August Board meeting
- Task: Change the credit card on our facebook from Kerry's personal one to the OPIRG one Vanessa has
- Task: Kerry to send the [Multi-tiered financial survival plan](#) to everyone
- Task: Everyone review document above for feedback and ways to help out
- Task: Kerry send out proposal via email for Board to review
- Task: AODA training to be sent to OPIRG board members to complete online by a certain date (to be determined, we discussed the possibility of this training being completed by the end of August)
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- Task: Please start using Slack to communicate more regularly and save important things for email
- Task: Everyone send Board callout to potentially interested people
- Task: Follow up with Philip Dwomoh to see if he is still interested

## Board Approval:

### Board Member 1

**Name:** Bhonita Singh

**Date Approve:** August 14, 2019

### Board Member 2

**Name:** Olubukola Soliu

**Date Approved:** August 14, 2019

Signature:

Signature: