



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 & 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, 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)
- 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
- Task: Everyone to send out the social media Free Store call for donations
- 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, so that Winnie can just check that account
- 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: