

Waterloo Public Interest Research Group

Board of Directors Meeting – Date: January 24, 2017 Time: 2:00pm

Directors: Julie Yueng, Amna El Shatshat, Shalaka Jadhav, Swetha Kulandaivelan, Jana El Khatib (via Skype), Brandon Love, Hayley Clin Absent: Sidra Hasan	Staff: Alex Diceanu Facilitator: Amna El Shatshat Notes: Amna El Shatshat
AGENDA A. Check-in B. Recognize the Land C. Meeting Agreement D. Assign Meeting Roles E. Agenda Review F. Approval of Minutes G. Updates a. Staff updates b. Committee updates c. Upcoming events H. DISCUSSION ITEMS I. Review Action Items J. Next Meeting Time & Roles K. Check-out	DISCUSSION ITEMS 1. Auditor's presentation to the Board 2. Signing Authority 3. Updates from Laura Hamilton 4. FNB, Garden & QFF Updates 5. Contacting the CBC re: campus alt right (confidential) 6. Sidra's LOA

F. Approval of Minutes (2 min)

G. Updates (5 min)

Staff Updates

Alex:

- Signing authority: I have the paperwork needed ready to be signed. I have contacted the bank to ask for a time we can go sign the papers. Our account manager hasn't been responding to emails however.

- HRDC Summers Job Grant has been submitted.
- Ongoing work on magazine project.
- Presented a WPIRG update at the CPA Coffee House.
- Planning for our Demilitarize UW talk is done and promotion can begin today. We're paying Ossian \$250 for the talk.
- Jessica has let us know that we can remove her from Greenshield benefits. Waiting to confirm with the provincial bookkeeper.
- Kim our bookkeeper was in this week. We're all caught up with finances, tax changes, T4s etc. A budget update was sent to the Board by email.
- A Tamarack member has expressed interest in joining our Board.

Committee Updates (Tabled to next meeting)

- Board Recruitment**
- HR - summer closing status**

Upcoming Events

- Researching for Peace (Tuesday, Jan. 31, 4:30pm, 2022 CGUC)**
- Mental Health Project (Feb. 1, 1:00pm - 5:00pm, location TBA)**

H. Discussion Items

1. Auditor's Presentation

Context: Our auditor has request time to go over our financial statements for the 2015-16 audit with the Board.

Discussion: Michelle Massel, CPA, CA of Moore McDermott & Partners LLP presents the 2015-16 financial statements.

Decision: Board consents to approve the 2015-2016 financial statements (for the year ending August 31, 2016).

2. Signing Authority

Context: We need a second signing authority as Brandon is out of town this term, and Shalaka has volunteered to do so. To move forward, this needs a board consensus.

Decision: Board consents to add Shalaka Jadhav to our signing authorities.

3. Updates from Laura Hamilton

Context: Laura has encouraged putting in an application for the provincial Job Creation Partnership, a program that funds placements for those on unemployment insurance to: work on projects, that have a logical start and finish, and can help develop skills. We have a contact and have been in touch. It is possible to hire someone to work on QTFF (few funds on our end, for help to patch up where we don't have capacity).

Discussion: Possible to hire someone, for a project (requires a beginning and an end), between 12-52 weeks, at \$423 a week. PIRGs traditionally apply to this, highly likely to get it. Would help the board/staff to extend their capacity. What should the job description entail? QTFF or Magazine? We can hire more than one person.

Decision: Submit application for magazine job and QTFF, pending their response.

4. FNB & QTFF & Garden Updates

Context: FNB: Thinking of making a Feds "Friends of FNB" recruitment club, have deconstructed the "coordinator" role, hoping to have more information booths to bring the politics back to FNB

Discussion: FNB is fine with the new model for action groups, don't need funding in the future; funding raised via fundraising. QTFF would like to know if there will be continued funding, or what the future relationship between WPIRG and QTFF will look like? Should QTFF receive additional support via hiring through Job Creation Partnership? This application should be completed by members of QTFF, with WPIRG used as letterhead. Proof of grant writing submission based on honorarium provided last term, should be sent. Transfer the garden land to GSA, as Ben from garden has emailed stating the GSA can take this on.

Decision: Amna to send email to QTFF stating that action group model will be dissolved, grant writing submission, and application writing; Shalaka to email Ben from the Garden.

5. Contacting the CBC re: campus climate - Confidential

6. Sidra's LOA

Context: Board needs to consent on this.

Decision: Board consents to Sidra's leave of absence for Winter 2017.

I. Review (5 min)

J. Next Meeting Time: Tuesday, February 7, 2017 @ 2pm

Facilitator: Name- Notes: Name - Snacks: Name