

Waterloo Public Interest Research Group

Board of Directors Meeting – Date: January 13, 2017 Time: 2:00PM

Directors: Amna El Shatshat, Swetha Kulandailevan, Julie Yeung, Shalaka Jadhav, Sidra Hasan, Hayley Clin Absent: Brandon Love (submitted votes by email)	Staff: Alex Facilitator: Amna Notes: Shalaka Mood Minder: Shalaka Time keep: Swetha
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. Recruitment for board/magazine 2. Magazine content 3. FNB & QFF conversations 4. CPA Opportunity Fair 5. Canada Summers Jobs 6. Office Hours 7. FEDS campaign reimbursements 8. Mental Health Project 9. Interim Board Members

F. Approval of Minutes (2 min) - to be approved at next meeting

G. Updates (20 min)

Staff Updates

Alex:

- Started back at work on Jan. 9 after taking a week of vacation last week in addition to the holiday break (from Dec. 23rd to Jan. 2).
- I've been catching up on various administrative and finance work this week as well as starting to get the ball rolling on Board recruitment and the magazine project.

- CPA Opportunity Fair is on Jan 17, 12:30pm - 2:00pm, Shalaka and Amna will volunteer while I do refunds.
- I will be speaking on behalf of WPIRG at the CPA Coffee House on Jan 17. Board members are welcome to attend and speak as well.
- LSPIRG has asked to meet re: LSPIRG referendum. We're meeting Jan 24, 2:00pm at the LSPIRG office.
- Ossian's demilitarise research talk is coming up on Jan. 31 at Grebel.
- I'll be attending one of the two days of the OPIRG Provincial Board meeting on Jan 4-5, in Toronto. Board members are welcome to attend.

Committee Updates

- a. Amna has been approved by the Board as Treasurer for the term.

H. Discussion Items

1. Recruitment for Board/Magazine

Context: Need to implement strategies to recruit people for magazine, as well as interim and future board members.

Decision: Each board member to commit to a class talk, or recruitment events during the week.

2. Magazine Content

Context: Based on meeting on Wednesday January 11, what kind of content do we want to see in the first issue of the magazine?

Decision: Try to write a mission statement for next week, have some compelling work to convince people (including a name/marketing scheme), why does this stand out. Shalaka can work on this.

3. FnB & QFF Conversations

Context: The board needs to meet with these groups to discuss the future direction of the organization, and clarify budget lines and cuts.

Decision: Board to decide a time to meet with QFF. Alex and Shalaka to meet with FNB. Amna to send out a Doodle poll for these times.

4. CPA Community Fair

Context: We have a booth. Fair is intended to inform Grebel students about the various CPA groups and our volunteer opportunities. It'd be useful to have one or two Board members present.

Decision: Amna and Shalaka will be present with Alex.

5. Canada Summer Jobs

Context: Application is due January 20th. Do we want to hire a student this summer?

Discussion: How much would be covered from Canada Summer Jobs? Is it fully or partially? Last year we added ~\$5-6 so the student would be making a living wage. We need to be cognisant of the time we offer as the money is dependent on the needs we decide we have.

Decision: Apply for the grant.

6. Office Hours

Context: Alex would like to request that our office hours be changed so that Wednesday's office hours be "by appointment only" starting after Jan 23. This is to accommodate needing to be home early (by 3pm) on Wednesday for family reasons.

Decision: Approved.

7. FEDS Campaign Reimbursement

Context: FEDS is not reimbursing us for \$75 in costs related to the referendum. They have also misplaced the receipts. Suggest WPIRG reimburses Alex for \$75 for costs related to volunteer reimbursement.

Decision: The Board has reviewed the email chain that shows that Feds misplaced the receipts and approves the reimbursement.

8. Mental Health Project

Context: Currently project has three active members: Liz, Naima, SJ. I (Jana) have told them about my trip and that I will be using the time before I leave to transition my responsibilities to other members of the group. So far there are two major focuses of the group this term, or at least by the end of February: 1) Volunteer Recruitment, and 2) Research Ethics Clearance.

- I have volunteered to bottomline research ethics clearance. Shalaka and Alex: I suspect/recall both of you have experience in this, so I'd really appreciate your support. One meeting to hear some tips from you before I get started would help I think.

- For volunteer recruitment, folks want to host an information session/volunteer presentation. This has been scheduled for Tuesday January 31st, 5pm. I expressed to the group that WPIRG is continuing to support this project, with my understanding that it is a project more intimate than an AG or campus club. With this in mind, what budget would you be able to allocate for the project for the term? This would be

while keeping in mind research ethics clearance process fees, and the volunteer recruitment event, the costs for which include poster printing and light food/drinks.

Decision: Our budget has a remainder of \$450 that may be allocated to the Project. As funding is required, members are eligible to apply for additional funding. We will need to reschedule the January 31st meeting.

9. Interim Board Members

Context: The Board has appointed Jana to hold an interim board member position until an AGM, announced at the General Membership meeting.

Decision: The Board will notify Jana of her appointment as of January 13, 2017.

I. Review (5 min)

Action Items:

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Next Meeting Time: Every second Tuesday, 2:30pm is our regular meeting time.

Next Tuesday, 12:00pm on January 17 is our suggested meeting time for QTFF.

Next board meeting is Tuesday, January 24th at 2:30pm.

Facilitator: Name- Notes: Name - Snacks: Name