

## Waterloo Public Interest Research Group

*Board of Directors Meeting – Date: Thursday August 4, 2016 Time: 12:00pm*

Directors: Brandon Love, Amna El Shatshat, Julie Yeung, Swetha Kulandailevan, Sidra Hasan Absent: Shalaka Jadhav, Hayley Clin, Saam Koukpari (LOA)	Staff: Alex, Jana, Jessica, Ossian Facilitator: Brandon Notes: Julie Mood Minder: Jana Time keeper: Amna
<b>AGENDA</b> A. Check-in B. <a href="#">Recognize the Land</a> C. <a href="#">Meeting Agreement</a> D. Assign Meeting Roles E. Agenda Review F. Approval of Minutes G. Updates <ul style="list-style-type: none"> <li>a. Staff updates</li> <li>b. Committee updates</li> <li>c. Upcoming events</li> </ul> H. DISCUSSION ITEMS I. Review Action Items J. Next Meeting Time & Roles K. Check-out	<b>DISCUSSION ITEMS</b> <ol style="list-style-type: none"> <li>1. QTFF Grant writer decision response</li> <li>2. Contract staff vacation</li> <li>3. Chanda event</li> <li>4. Logo Redesign revisions</li> <li>5. Board member Leave of Absence Request</li> </ol>

### F. Approval of Minutes (2 min)

### G. Updates (20 min)

#### Staff Updates

**Alex:** On vacation

**Jana:** \*\*

**Jessica:** On vacation

**Ossian:** Since the last board meeting, I have been working on sorting through the FIPPA documents I received. I have now found almost all of the papers and reports associated with contracts. Outside of research, I have also been providing office support to account for staff being on vacation.

### Committee Updates

- a. HR: HR met with Jessica, evaluation is done, she is now permanent staff and off of probation.

### Upcoming Events

- a. Bodies and pain: Whose pain is considered real, and whose exists at the margins?  
Tuesday, July 26, 2016 - 6:00 - 8:30pm. Kitchener Public Library, Room E. How did this event go?
  - b. Feminism for Men: Thursday, August 11, 2016 - 6:00 - 8:30p, UW Campus Room TBD  
Has room been determined?
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## H. Discussion Items

### 1. QTFF Grant writer decision response

**Context:** An email response was received from the QTFF Committee. WPIRG needs to reply soon.

**Discussion:** Jama seems like a great candidate. The relationship with QTFF needs more clear communication on what is expected from WPIRG and WPIRG communicating what resources are available.

**Decision:** Honorarium of \$500 offered to Jama to write the grant(s) for QTFF.

### 2. Contract staff vacation

**Context:** When the hiring committee created this position it was agreed that some paid days off should be provided. As this was not officially put into the contract the board needs to approve requests.

**Discussion:** 1 day off requested to be covered by overtime hours. 5 days off requested as vacation.

**Decision:** 1 day to be covered by overtime hours approved. Vacation from August 15-19 approved.

### 3. Chanda event

**Context:** Check-in with on the planning details for the event featuring Dr. Chanda Prescod-Weinstein event on September 20, 2016.

**Discussion:** Hagey Hall has been booked. Hotel to be booked for duration of stay.

**Decision:** Brandon will look into Hotel accommodations.

#### 4. Logo redesign revisions

**Context:** Jana sent in some revisions and we have them to review. We have used one out of our two free revisions that are provided.

**Discussion:** Leaning towards the smiley face logo.

**Decision:** Send a request for a revision.

#### 5. Board member Leave of Absence Request

**Context:** Shalaka would like to request a two week of absence as she is busy with exam season.

**Discussion:**

**Decision:** Board consents to requested leave of absence.

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#### I. Review (5 min)

**Action Items:**

#### J. Next Meeting Time:

**Facilitator:** Name- **Notes:** Name - **Snacks:** Name