

Waterloo Public Interest Research Group

Board of Directors Meeting – Tuesday June 21, 2016. 1pm-3:15pm

<p>Directors: Julie Yeung, Matt Feagan, Sidra Hasan, Brandon Love, Shalaka Jadhav, Swetha Kulandailevan Absent: Amna El Shatshat, Hayley Clin</p>	<p>Staff: Jessica Bonilla-Dampthey,, Alex Diceanu,, Ossian MacEachern, Jana El Khatib Facilitator: Julie Notes: Brandon Mood Minder: Matt Time keep: Shalaka</p>
<p>AGENDA</p> <ul style="list-style-type: none"> A. Check-in B. Recognize the Land C. Meeting Agreement (attachment 1) D. Assign Meeting Roles E. Agenda Review F. Approval of Minutes G. Updates H. DISCUSSION ITEMS I. Review Action/Agenda Items & Bike Rack J. Next Meeting Time & Roles K. Check-out 	<p>DISCUSSION ITEMS</p> <ul style="list-style-type: none"> 1. Budget Update 2. Provincial Rep Director Position 3. Welcome Week 4. Multicultural Festival collaboration with WAEC 5. Sidra Travel Cost 6. Land Acknowledgement 101 7. Board video 8. Members meeting ratification of decisions 9. Coffee House

DISCUSSION & DECISIONS

F. Approval of Minutes (2 min)

Need to approve the June 7 Board meeting minutes.
 Board consents to approving the minutes

G. Updates (20 min)

Staff Updates

Alex: Regarding organizational development, I've been working with the HR, Strategic Planning and Members Meeting committee to get these committees active and to put on the June MM. Regarding finances, Kim, our bookkeeper, was in for her monthly visit and finances are in order (see the budget update later in the agenda). OPIRG let us know that we owe around \$4000 in past Greenshield benefit fees. I am looking into this with Kim and the OPIRG bookkeeper but I believe we have paid at least some of these bills (some of which go back to 2015) and the mix up is with the provincial bookkeeper. With regarding projects, I have worked so far this week to set up Ossian in their position as well as meeting with Jana about the mental health campaign. Finally, I found the UHaul storage key and our stuff from the old office is now in storage. Over the next two weeks my priorities will be working making sure everything is ready to go with

finances before I leave for vacation, supporting Jana and Ossian and supporting the HR and Strategic Planning committees.

Jana: I have spent the last two weeks working on the board video (I plan to present a first draft at this meeting) as well as some poster work. There will be a coffee house this Thursday that I'll be bottom-lining. Alex and I have been developing the mental health campaign idea further. I have a few discussion items that I'd like to discuss this meeting. See below.

Jessica: (1) I have been working on the programming for the Chanda P-W event for September. (2) I have sent an email to IISuperwomanII to see if they are available to participate with our cultural event in September. (3) The spring/summer skills training workshops that are being held in conjunction with LSPIRG are underway, specifics are still TBD but here is the outline:

- 1) Transmisogyny workshop - Tuesday, July 5, 2016 - Laurier Campus
- 2) Body politics workshop - Week of July 18-22, 2016 - KPL
- 3) Feminism for Men - August - UW Campus **Jessica will not be available for this event - is there a board/staff member available to support Hannah from LSPIRG to bottom line this event on the day of, please?**

Committee Updates

- a) HR Committee: Jessica's evaluation is underway. The form has been recently completed. All board members and staff are required to fill it out to the best of their ability
- b) Strategic Planning Committee: Please fill out the survey which will be sent out. We want to create SMART goals to understand what everyone wants to get out of the organization in the longer term. We also want to do SWOT goals as well.

H. Discussion Items

1. Budget Update

Context: Alex to provide budget update

Discussion: Everything is okay overall.

For the bank interest budget line there were a few higher fees, about \$600, a few things came up that we didn't plan for. Event co-sponsorship, we have more than what is showing on this year's budget line, due to a reimbursement after the books closed. QTFF, budget line needs to be updated to \$15000, we spent close to \$12500. We have spent a lot less on wages, due to not having 3 full time staff for the whole year. We received the summer grant for the peace advancement researcher position. A lot of room left for printing and flyering.

Decision:

2. Provincial (OPIRG) Rep director position (Matt)

Context: An OPIRG committee has been drafting a policy outlining how congress would function. There is an OPIRG AGM in the fall, the policy should be approved, hopefully by the AGM. We may need someone to step into the OPIRG Rep role before Matt leaves. Matt is interested in helping with the committee even after he resigns from the board.

Discussion: Tabled

Decision: Tabled

3. Welcome week

Context: We are planning a welcome event for the fall.

Discussion: We need to choose someone soon. We should form a committee that can make a decision on choosing who will come to the event and for ensure the event runs smoothly. Could be useful for the committee to form some sort of criteria for the WW event.

Decision: Jessica, Sidra, and Shalaka are on a committee for welcome week. First meeting to be held on Thursday, June 23 @ 2:30pm at the WPIRG office.

4. Multicultural collab with WAEC

Context:WPIRG is collaborating with WAEC to host the “aboriginal celebration” at the multicultural festival. The event will take place this Saturday June 25th from 1pm to 3pm at Roos island in Victoria park. The information about collaborating was submitted with Jessica’s staff updates at the last board meeting. Due to previous engagements before being asked to collaborate, Jessica is unable to attend the event. Is there a board member or staff member available to attend 1 to 3 pm please? As collaborators we are being asked to attend the event so we can display our outreach materials WPIRG banner and speak to the audience about WPIRG and our connection to WAEC/ASA at UW. Gracias.

Discussion:

Decision: Shalaka is willing to go to the event this Saturday.

5. Travel costs

Context: Request for travel costs to be covered by WPIRG for Board member who travels to UW from out of town for board meetings.

Discussion: Budget lines reviewed accordingly. Travel expenses reviewed.

Decision: Board consents to approving the travel costs.

6. Land acknowledgement 101

Context: As per the last board meeting, Jessica has spoken with the ASA and asked if the workshop could be open to the public. The ASA has consented that the workshop be open to the public on top of WPIRG board and staff members. Would the board please select one of the following dates for the workshop to be scheduled (they have been approved by ASA). Between 1 and 4pm, and would run about one hour.

- a) **Wed July 20**
- b) **Thurs July 21**
- c) **Wednesday July 27**
- d) **Thursday July 28**

Discussion:

Decision: Thursday July 21st, between 1 and 3 is the tentative time. Jessica to follow up with ASA.

7. Board video

Context: Jana promo'd the videos that the board recorded with her last week.

Discussion:

Decision:

8. Members meeting ratification of decisions

Context: The Board needs to approve the decisions made by the membership as quorum was not reached at the past MM.

Discussion:

Decision: The board consents to the decisions made by the membership at the members meeting.

9. Coffee House

Context: Jana is bottom lining the event, it needs a discussion topic

Discussion:

Decision: Shalaka and Jana will meet to come up with a discussion topic.

I. Review (5 min)

Action Items:

- Jana: Put a call out for funding applications for on campus initiatives
- Staff to look into option for partnering with the [Centre for Community-Based Research](#)
- Add Summer Strategic Planning discussion to next Board meeting's agenda.
- Jessica to follow up with ASA re: land acknowledgement

J. Next Meeting Time:

Facilitator: Notes: Snacks:

Attachment 1:

Proposed Board Meeting Agreement

1. Come prepared for the meeting (read previous minutes, read the agenda, add agenda items, prepare to provide context for you agenda items, bring a positive attitude).
2. Make sure everyone is able to contribute: only one person speaks at a time, be mindful of how much space you are taking, be mindful of how social inequalities play out in meeting dynamics; try not to repeat something that has already been said; participate and take turns with meeting roles
3. Respect each other's opinions even / especially if you don't agree with them; constructive criticism is ok and welcomed; Board meetings are the space to look at our activities and ideas critically, work through tough questions and collectively come to strong political, strategic and organizational decisions. Disagreement and conflict over ideas and strategy is not disrespect or abuse and are productive when engaged in with respect and in a constructive manner.
4. Confidentiality - some things shouldn't be repeated outside of this meeting such as personal information; legal information, etc.
5. Be conscious of time: come to the meeting on time, stick to meeting timeframe or request an extension.
6. Mobile phones off (exceptions such as kids/dependents, awaiting an important call etc.)
7. Access to snacks and drinks
8. Uphold WPIRG's anti-oppression principles and engage respectfully with other directors, staff, volunteers, members, and external parties (e.g., FedS, media, partner organizations). Be sensitive to group member's circumstances, backstory, identity etc.
9. Remember that you are a representative of WPIRG and are responsible for behaving in a way that reflects positively on the organization.
10. Abide by the Board Agreement and principles of consensus during meetings.
11. Follow through on your action items and meeting roles before the next meeting