

Waterloo Public Interest Research Group

Board of Directors Meeting – Tuesday June 7, 2016, 1:00 p.m

<p>Directors: Sidra Hasan, Brandon Love, Julie Yeung, Shalaka Jadhav, Amna El Shatshat, Swetha Kulandailevan, Hayley Clin Absent: Matt Feagan</p>	<p>Staff: Alex Diceanu, Jessica Bonilla-Damtey, Jana El Khatib Facilitator: Amna 1/2, Sidra 2/2 Notes: Hayley Mood Minder:</p>
<p>AGENDA</p> <ul style="list-style-type: none"> A. Check-in B. Recognize the Land C. Meeting Agreement 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. Summer Strategic Planning discussion 2. Budget Update 3. MM prep 4. HR Committee Check-In/Upcoming Tasks 5. Anti-O Workshop 6. Schedule Land Acknowledgement 101 7. Jessica vacation time request 8. Food not Bombs PIRG meeting 9. Storage clean-up

DISCUSSION & DECISIONS

F. Approval of Minutes (2 min)

G. Updates (20 min)

Staff Updates

Alex: I've been working on the normal end of month finances as well as tying up loose ends with QTFF finances and the Canada Summer Jobs administration. I've worked on the office move, put together the Facilitation training and am working with Sidra on setting up the Anti-Oppression 101 training. For the rest of the week I am prioritizing Board support and strategic planning as well getting ready for the Members Meeting.

Jana: Worked on developing a campaign idea with Alex. Shooting the board video this week and have begun editing. Will have something ready for next board meeting.

Jessica: I will review the CCR template and see how it will work for WPIRG; work on action items for Food not Bombs; review what has to be completed for the Chanda event; and work on programming ideas for the spring/summer and fall terms. I was shown how to use mailchimp and how to send out newsletters Monday, June 6. I hope to have my first newsletter sent out this week. *New event update: June 25, 2016 - 12 - 3 pm; We have been asked by WAEC and the ASA to collaborate in holding an Indigenous cultural 'section' on the island at Victoria Park during the Multicultural Festival in Kitchener. Collaboration would include up to*

\$400 in funding for honorariums of speakers and performers, funding for craft materials. WPIRG would also lend the 2 easels from the office and the sun shelter (tent) for the event. WAEC would like to have WPIRG board members and/or staff present at the event to host a table and display our banner/ business cards with information about WPIRG (upcoming events and how to get involved)- we also have the opportunity to speak about WPIRG during the event on stage.

Director Updates

Committee Updates

Upcoming Events

H. Discussion Items

1. Summer Strategic Planning discussion

Context: Large part of this is making sure organization has things to look forward to. Looking at different relations and dynamics. Important to have this strategic planning.

(Alex) We need to decide the logistics of the strategic planning - does the Board prefer a weekend long retreat or a series of one day-long planning days.

Discussion: Improvement of clarity of our vision, our roles and meeting agreement.

Decision: We will chart our current roles and keep it up to date using google docs. Decided to have 3 days of short strategic planning along with a weekend retreat to finalize these plans. One day sessions planned for July and retreat planned for August.

2. Budget Update

Context: Budget update to be provided.

Discussion: Tabled.

Decision: Tabled meeting.

3. MM Meeting

Context: Member's meeting is rescheduled to June 16.

Discussion: First Board Cafe to happen on June 2. The change of date allows for more prep time.

Decision: Julie will send out email with action steps. Brandon will send minutes to Jana with details about quorum.

4. HR Committee Check-In/Upcoming Tasks

Context: HR Committee has a few tasks coming up: Jessica's training and evaluation, Jana's work plan, and staff summer vacations.

Also need to review how we want to proceed with pilot project.

Discussion: Brandon, Shalaka, Amna to be on HR Committee

Decision: HR Committee to discuss continuation of pilot project as well as potential continuation of co op student on a part time basis in the fall.

5. Anti-O Workshop

Context: After we do our anti-o training for the board, there is interest in a larger public workshop from groups that we could do in mid-July. Either in-house or bring someone in. For bringing someone in, Lukayo Estrella from the provincial board training weekend has been contacted as a potential facilitator.

Discussion:

Decision: Have a public workshop in July as well as a public workshop as part of alternative orientation week. Board will complete training at these public sessions.

6. Land Acknowledgment 101

Context: As part of board training/orientation the Aboriginal Students Association (ASA) has agreed to hold a land acknowledgment 101 session. The session would take about one hour to complete, including time for questions and answers. Please select a few dates and times for the board to participate in this workshop. Once dates are selected Jessica will see which date is best for the ASA. Thank you.

Discussion: We need to take responsibility and initiative (part of anti-o), ideally we can do these trainings in the future so ASA does not need to.

June 23 12-1pm soup and bannock lunch hosted by WPIRG.

Decision: End of July, ask if they are open to a larger audience besides just the board. Only if they are comfortable with this. Shalaka says Friday please. We must discuss payment of ASA as well.

7. Jessica Request for vacation time

Context: Jessica is giving her notice for vacation time for the summer. She requests to be away starting Monday, August 1 to Friday, August 26 - returning to the office on Monday, August 29, 2016. Thank you.

Discussion: Office hours will still happen (Jana and Researcher), overlap of Jessica and Alex the first two weeks of August. Staff has four weeks vacation as per collective agreement.

Decision: Approved by the board, must be ratified by the HR committee

8. Food Not Bombs PIRG Meeting

Context: We are trying to set up a meeting with Food not Bombs, WPIRG and LSPIRG to discuss how FnB will move forward as an action group and how both PIRGS will work to support the work the group does. We need at least 2 board members to attend this meeting, please.

Discussion: Hayley can likely do the 13th, Sidra available 13th/14th. Also bring attention to public about container drive.

Decision: Fill out the availability poll, create a list of potential donors.

9. Storage clean-up

Context: The board has asked Jessica to set up a board & staff day for the storage unit to be cleaned up or cleaned out. Can a date be booked for July or is that too far away? We need to decide if the U-Haul storage unit is still needed or if it will be cleaned out. If the storage unit is cleaned out and no longer needed, what will be done with the items that are currently stored there? We also have to sort through and remove our items that are being stored in the Engineers without Borders storage space.

Discussion: It needs to be cleaned. Board must decide if we still need this space.

Decision: Possibility of having Yard Sale to sell as much as possible and then decide if we are going to keep the U-Haul storage unit.

I. Review (5 min)

Action Items

- Board bonding: clean out storage area in Kitchener - Jessica to arrange
- 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.
- Julie to obtain and circulate the land acknowledgement wording for all to know
- Board needs to provide training to Jessica, and needs to officially review Jessica's probation/evaluation
- Matt to brief new Board on Provincial rep Director position
- HR Committee to discuss continuation of co-op position as well as potential continuation of Jana on a part time basis in the fall.

J. Next Meeting Time:

- Tuesday June 21 @ 1pm