

# Waterloo Public Interest Research Group

*Board of Directors Meeting – Tuesday May 31, 2016, 1:00 p.m*

<p><b>Directors:</b> Sidra Hasan, Brandon Love, Julie Yeung, Matt Feagan, Shalaka Jadhav  <b>Absent:</b> Amna El Shatshat, Swetha Kulandailevan, Hayley Clin</p>	<p><b>Staff:</b> Alex Diceanu, Jessica Bonilla-Dampthey, Jana El Khatib  <b>Facilitator:</b> Matt  <b>Notes:</b>  <b>Mood Minder:</b></p>
<p><b>AGENDA</b></p> <ul style="list-style-type: none"> <li>A. Check-in</li> <li>B. Recognize the Land</li> <li>C. Meeting Agreement</li> <li>D. Assign Meeting Roles</li> <li>E. Agenda Review</li> <li>F. Approval of Minutes</li> <li>G. Updates</li> <li><b>H. DISCUSSION ITEMS</b></li> <li>I. Review Action/Agenda Items &amp; Bike Rack</li> <li>J. Next Meeting Time &amp; Roles</li> <li>K. Check-out</li> </ul>	<p><b>DISCUSSION ITEMS</b></p> <ul style="list-style-type: none"> <li>1. Summer Strategic Planning discussion</li> <li>2. Budget Update</li> <li>3. HR Committee Check-In/Upcoming Tasks</li> <li>4. Finalizing Board Training Dates</li> <li>5. MM prep</li> <li>6. Class presentation</li> <li>7. Setting up meeting with QTFF</li> <li>8. Responding the provincial congress planning with Rachele from U of T</li> </ul>

## DISCUSSION & DECISIONS

### B. Recognize the Land

Brandon bringing in an anecdotal story for next meeting's land recognition.

### C. Meeting Agreement

Alex to help draft meeting agreement after using points from board training workshop.

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

Minutes of May 17, 2016 approved.

### G. Updates (20 min)

#### Staff Updates

**Alex:** Not present, will request an update in writing.

**Jana:** Worked on detailed work plan for the spring. Working on new video ideas for social media campaigning. Q to board: participating in a video about the board, next Tuesday after or before the board meeting?

**Jessica:** Last week spent with the office move. Old excess office materials to be moved to storage. Met with CPA, on panel to decide scholarships via Mennonite Savings and Credit Union for high school students (deadline next week). Working with community garden. Working with Jana on Fort McMurray vigil. Still need to coordinate meeting between FNB with board and LSPIRG.

## Director Updates

Sidra: OPIRG board training was very useful! Coordinating with Alex to set up our board's anti-o training. Would like greater clarity on Treasurer and Director role.

Shalaka: Needs help with HR position. Brandon and Shalaka will be sharing the role.

Brandon: Helping Shalaka with HR. Brandon to send minutes to Jana about quorum.

Julie: Clarity to be given on role. Actionable: HR will give board binder to help bring clarity in regards to this. Jessica will make copies of board binders.

Matt: Thinks we should discuss further about OPIRG rep role, discuss with Hayley or Swetha to see if either potentially interested.

## Committee Updates

Brandon: The funding committee met Thursday May 19th. Decisions were made on 6 funding applications and they will be presented at the upcoming members meeting for ratification.

## Upcoming Events

Coffee House, MM

## 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.

**Discussion:**

Ideally next week to have this strategic planning meeting (at least schedule two). Details of meeting items here:

- strategic planning context outlined (Matt)
- mapping out our vision (Matt)
- roles
- how to deal with certain circumstances/situations
  - o action: everyone come with 1-2 scenarios where you need clarity and want to discuss
- chart of actions (made a doc in GDocs) (Sidra)
  - o like a profile
  - o name, official role, committees you are on
  - o make a timeline of actions
- eventually discuss programming (spring, fall, winter: events, workshops, etc)
- set timelines (including when to finish this planning by)
- revisit whether we are keeping co-op student position going forward
- QTFF relations and WPIRG's other queer politics involvement
- Board: to begin drafting meeting agreement (group norms, allergies, showing up on time, etc.)

**Decision:** Schedule meeting to execute strategic planning

### 2. Budget Update

**Context:** Budget update to be provided.

**Discussion:**

**Decision:** TABLED

### 3. HR Committee Check-In/Upcoming Tasks

**Context:** HR Committee upcoming tasks: Jessica's training and evaluation, Jana's work plan, and staff summer vacations.

**Discussion:**

**Decision:** Committee needs to schedule meeting, finalize committee members. Need to clarify evaluation process/protocol with Alex. Want to schedule next week to plan evaluation, after MM. Week of the 14th.

### 4. Finalizing Board Training Updates

**Context:** Two days scheduled for this: May 30 and June 13.

**Discussion:** Need to consider earlier time for 2nd training day.

**Decision:** Need Alex to confirm if 2nd training day time can be set for earlier.

### 5. Class Presentation

**Context:** WPIRG has been invited to give a class presentation for the "GEOG 293 Approaches to Research in Human Geography" class. The Professor saw our job posting for the Peace Advancement Researcher and thought it would be interesting for students to hear about opportunities for conducting research on campus through WPIRG. The last lecture of the course is **July 25** and the professor wanted to use it to give the students a sense of opportunities going forward. Jessica thanked the professor for the opportunity and indicated that it would be discussed at the board meeting to see which members of the board would like to present.

**Discussion:** Are we considering to look for volunteers to help person who takes on this position? Raising awareness for students about research opportunities. Vocalizing different opportunities that WPIRG offers students to students in researching.

**Decision:** Yes (conditional) to moving forward with this. Considering during strategic planning for having volunteer research positions.

### 6. Setting up meeting with QTFF

**Context:** Needing to follow up with QTFF after the film festival

**Discussion:** Need to coordinate time/dates that work best for QTFF committee and WPIRG.

**Decision:** Brandon sending a follow up email to QTFF to discuss future collaborations.

### 7. Responding the provincial congress planning

**Context:** OPIRG provincial board rep, Rachele, has contacted us in regards to congress planning. Outside the AGM and PGM, no time for strategic planning, learning, getting to know one another.

**Discussion:** Matt along with three other people part of this congress committee.

**Decision:** Do we want to plan a congress with all 13 chapters? Yes.

## I. Review (5 min)

### Action Items

- Upholding FEDS GM corporation decision (legalities) - Alex
- Board bonding: clean out storage area in Kitchener - Jessica to arrange
- Confirm time for 2nd board training (June 13). Earlier would be better. Maybe 10 or 11am?
- Approve proposal for strategic planning and next board meeting:
  - Tuesday June 7 @ 1pm (next week): Board meeting
  - Tuesday June 14 @ 1pm: Strategic Planning Meeting 1
- 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
- Brandon to find story for next land recognition

- 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

**J. Next Meeting Time:**

- Tuesday June 7 @ 1pm