

# Waterloo Public Interest Research Group

*Board of Directors Meeting – Tuesday May 3, 2016, 1:00 - 2:00*

<p><b>Directors:</b> Brandon Love, Shalaka Jadhav, Hayley Clin, Julie Yeung, Swetha Kulandailevan, Saam Koukpari, Matt Feagan, Amna El Shatshat, <b>Regrets:</b> Sidra Hasan</p>	<p><b>Staff:</b> Alex Diceanu <b>Facilitator:</b> Brandon <b>Notes:</b> Alex <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. Cheque Signing Authorities</li> <li>2. Possible Hiring Decision</li> <li>3. Jessica's parking permit</li> <li>4. Board Training</li> <li>5. Solidarity funding committee</li> <li>6. St. Jerome's volunteer program</li> </ul>

## DISCUSSION & DECISIONS

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

Tabled to next Board meeting.

### G. Updates (20 min)

#### Staff Updates

**Jessica:** RR QTFAF starts this Thursday, May 5, 2016 at UW in St. Paul's. The committee has worked very hard in putting the QTFAF together. Staff have been working diligently to ensure invoices are received and payments go out on time. It would be helpful if board members are able to attend a few events (calendar available on facebook) and let event organizers know that they are available to help out for the event. I have cleared my day for Thursday in case anything needs to be done and will attend both events on Thursday evening. Next week we have the Peter Larson event on Tuesday, May 10, 2016 at 12 noon, please try to attend. On Thursday, May 12 at 7 in front of Kitchener city hall we have a vigil in honour of Berta Cáceres and all MMIWG2S, please join us. The WPIRG community garden action group is coming along. An initial garden clean up happened last week Wednesday. Board members are invited to participate with the garden group. I need to get started on programming for this term, I welcome ideas and suggestions from board members about what you would like to see happen this term at WPIRG. The poll we have put out with LSPIRG will be closed at the end of this week and then I will meet with Hannah to coordinate the workshops selected by poll participants.

**Alex:**

#### Director Updates

#### Committee Updates

## Upcoming Events

### H. Discussion Items

#### 1. Cheque Signing Authorities

**Context:** New Board members to be added as signing authorities. For this, the Board needs to elect a Treasurer and a President and then those elected and Alex need to go to the bank to sign the paperwork. Treasurer tasks include: putting together the annual budget and providing budget updates/reviews; chairing the Audit Committee, overseeing our spending; signing/approving cheques; training new Treasurer - all of this done together with the CPOD staff.

**Discussion:**

**Decision:** Brandon Love is elected Treasurer. Amna El-Shatshat is elected President. Brandon Love, Amna El-Shatha, Sidra Hasan and Alex Diceanu will serve on the Finance Committee. The Audit Committee will be a sub-committee of the Finance Committee. Check in with Sidra when she is back about taking on the Treasurer position.

#### 2. Hiring decision

**Context:** The Outreach and Marketing hiring committee recommends that Jana El Khatib be hired for the Outreach and Marketing Coordinator. This starting day is on May 4.

**Discussion:**

**Decision:** Board consents to hiring Jana El Khatib.

#### 3. Board Training

**Context:** The new board needs to receive training to familiarize them with WPIRG's mandate, bylaws and other practical skills useful for being a board member. We will discuss the format and set dates for when board training will occur.

**Discussion:**

**Decision:** Board training will happen on Tuesdays, 1-4pm (alternating weeks with regular Board meetings). To be completed before mid-June.

#### 4. Members Meeting & Solidarity Funding Committee

**Context:** The board needs to schedule the date of the next members meeting and the solidarity funding committee meeting.

**Discussion:**

**Decision:**

1. First Members Meeting of the term will be on Thursday, June 2.
2. Solidarity Funding Committee to meet on Thursday, May 19 at 1pm.
3. MM Organizing Committee members: Hayley, Julie, Brandon, Alex

#### 5. Staff Parking Pass

**Context:** Jessica commutes from out of town and is requesting that the employer provide a parking pass for the Grebel parking lot. This was provided last term by the previous Board.

**Discussion:**

**Decision:** Board agrees to purchase a parking permit for Jessica for the Spring 2016 term. Cost \$140.25.

## **6. St. Jerome's Co-Curricular Record Connection**

**Context:** WPIRG's has been invited by St. Jerome's to take part in their new Co-Curricular Record Connection volunteer program. It would see WPIRG action groups and other volunteer opportunities advertised as eligible for CCRC credit encouraging St. Jerome students to volunteer with WPIRG.

**Discussion:**

**Decision:** Board agrees to participate in St. Jerome's CCRC program.

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## **I. Review (5 min)**

### **Action Items**

- a) New signing authorities to go to our TD branch to sign paperwork (Amna and Sidra outstanding).
- b) MM Organizing Committee members (Hayley, Julie, Brandon, Alex) to begin preparing for June 2nd Members Meeting.
- c) Brandon to bottom-line Solidarity Funding Committee meeting on Thursday, May 19 at 1pm.
- d) Jessica to contact St. Jerome's about our participation in CCRC.
- e) Approve outstanding Board minutes.

## **J. Next Meeting Time: Tuesday, May 17, 1pm.**

**Facilitator: Hayley Notes: Snacks: Alex**