

## **RPIRG Emergency Board Meeting December 15<sup>th</sup>, 2008**

### FCAC

- Nikko presented an overview of the FCAC situation: there is a group of faculty/community members that are supposed to meet twice a semester to look over RPIRG issues (specifically funding). To date, FCAC is not active and Nikko/Charlotte suggest that having an active faculty and community committee would be very beneficial to RPIRG. Many of the Board members agreed, but no consensus was made. Charlotte/Nikko will look into where FCAC stands to date and how it can become active. Staff and/or Staff Relations Committee should bring findings and recommendations to the Board.

### Cell Phone:

- Are we on a contract?
- Can we switch to Pay-as-you-go?
- Staff will look into details

### BOD Training:

- Shaheen mentioned that she would like a list of all past WG's and Events that RPIRG has been involved with
- Nikko is working on this list and will post it on Basecamp for the Board to view.
- Nikko is training Charlotte on Wednesday the 17<sup>th</sup> for the Admin duties, all Board members welcome. Nikko will be sending out a schedule for her work hours after the holidays to allow Board members to come into the office for training. ALL Board members welcome and encouraged to get training for both Nikko and Charlotte's positions.

### Winter Funding:

- RPIRG will use the new Application forms in the winter '09 funding round.

### Lawyer:

- Board wants to set up a meeting with Merv in January to get updates on the legal issues, meet him and determine if we require legal services this year (and to what extent compared to last year).

### Signing Authorities:

- Nikko will fax the bank the new names of signing officers. Those individuals will then need to go to the bank and sign a contract.

### Staff Hiring:

- Charlotte may be able to get government funding for her summer position at RPIRG. That way, her contract would still end in August, but the government would pay her salary for the summer months. Charlotte will look into this.
- RPIRG board members want to hire new staff, however some issues were raised: Ahmed wants to ensure that the staff is right for the job and not to 'hire for the sake of hiring' because this would be a mistake. Having a six month contract, rather than one year will help the board/staff see what positions are necessary for future staffing. After the contracts are over, RPIRG can re-evaluate the staffing to see if the percentage of wages and staff hours are what RPIRG needs/wants. Ahmed does not think staff should be paid more than 30 percent of the organization's budget.
- Future restructuring of staff positions was put on the table as a priority for the current board. To allow the current board to be able to re-evaluate the staff positions and contracts at the end of contract dates, the following decisions were made:

BIRT RPIRG will hire a new Administrative Coordinator for the contracted period of 6 months, starting on January 22<sup>nd</sup>, 2009. Nikko will train the new employee until January 26<sup>th</sup>, 2009.

BIRT RPIRG staff will use the current contracts. The new Administrative Coordinator will have the same contract as the last, but made suitable for a 6 month term. Staff Relations Committee or Staff will oversee this. As such, the current contract will be used as is.

RPIRG will re-evaluate staffing and contracts for Administrative Coordinator position by the end of the contracted period: Feb 1<sup>st</sup>, 2009- July 31<sup>st</sup>, 2009 (approximately) and the PR & Outreach Coordinator Position by the end of the contracted period: September 1<sup>st</sup>, 2008 – August 31<sup>st</sup>, 2009.