

**Regina Public Interest Research Group**  
*Board Meeting Minutes*  
July 29, 2010  
Atlantis Coffee, 5:00 p.m. – 7:00 p.m.

**1. Check In**

Present : Brennan, Alix, Kaylene, Mike, Jenn, Dagan, Charlotte, Ali  
Regrets: Ashley, Robbi

**2. Approval of agenda, board roles, and minutes**

**2.1.** Approved Agenda and Board Roles: Chair – Mike, Minutes – Kaylene, Mood - Everyone

**2.2.** Approved minutes of meetings from July 15.

**3. Discussion Items**

**3.1. Retreat**

Specific session details- what do we want?

- Strategic planning (Saturday?)
- Policy issues (Sunday?)
- Research funding
- Strategic Planning for the upcoming year: AGM, planned partnerships, how to measure quality, success vs. failure, etc., developing a consistent marketing strategy for the upcoming year, particularly during welcome week events (Mike will have a package of materials ready for the board retreat for further discussion)
- Human resources: Charlotte is developing an HR manual for the board to review and provide feedback during the retreat. This will establish policies for staff reviews.
- Constitution: is on basecamp, on a whiteboard that board members can edit if they wish prior to the retreat. We need to decide on a quorum for our AGM, and to ensure that the constitution is as short and concise as possible.
- Present the annual budget for the upcoming year first thing. What we can afford to spend more money on, where we need to watch our spending.

**3.2. Annual General Meeting**

SCIC is having their AGM on Saturday, Sept 25, and Stephen Lewis will be speaking at 3 pm. This would be a good opportunity to piggyback our AGM with these events. This would make it very easy for us to advertise, we could also subsidize Stephen Lewis tickets for students who could potentially attend the AGM. If not, a good alternate date would be in December. However, we must keep in mind that board elections will also be occurring at this time.

Promotional materials for Stephen Lewis will be printed shortly, and a decision needs to be made soon. It was suggested that a motion be put forward at today's meeting.

**3.3. Staff hours**

Charlotte's position with RPIRG is currently at 10 hours per week, and will end as Generating Momentum is taking place. The board retreat and Generating Momentum will generate significant additional hours which would have to be paid out. Charlotte feels the best option is to not attend Generating Momentum, and use the hours to tie up loose ends at RPIRG before she leaves, particularly hiring the new staff member.

In Jenn's case, she would need to be paid for 8 hour days, 2 additional hours per day than the 6 hours she usually works. She can either bank the hours, or take the hours as overtime. This is an issue that needs further discussion by the policy committee, and a policy created on staff overtime.

The most appropriate time for the new staff member to begin is at the beginning of the school year. So that we will not be interviewing/training during welcome week and the AGM. Charlotte will begin working on a new job description for 10 hours per week.

#### **4. Motions**

**4.1.** WHEREAS RPIRG wishes to hold their AGM in conjunction with the Stephen Lewis speaking event on Saturday, September 25<sup>th</sup>,

BE IT RESOLVED THAT the date for the Annual General Meeting be Saturday, September 25, 2010, with a time and format be decided by the board.

**CARRIED.**

**4.2.** WHEREAS RPIRG wishes to support the Saskatchewan Outdoor and Environmental Education Association in hosting the Canadian Network for Environmental Education and Communication national conference;

BE IT RESOLVED THAT RPIRG sponsor a portion of the funding for speaker Annie Leonard in the amount of \$2,500, and that this money come out of the RPIRG Events/Conference line item.

**NOT CARRIED** – Brennan and Alix abstain. Motion to be posted to basecamp for future discussion, and a new vote.

**4.3.** WHEREAS RPIRG wishes to facilitate an opportunity for students to talk with Narcisse Blood about the issue of indigenous education and indigenization of the academy;

BE IT RESOLVED THAT RPIRG sponsor a lunch for at least six students at a cost of no more than \$300, and that this money come out of the RPIRG Events/Conference line item, and pursue additional involvement in the event (introducing the speaker, etc.).

**CARRIED.**

**4.3.** WHEREAS RPIRG seeks to inform students about the resources available through RPIRG funding, and to create awareness about the mandate of the organization;

BE IT RESOLVED THAT the Events and Marketing Committee be granted up to \$300 per semester for promotional and informational materials, pending Board of Directors approval of the spending, and that this money come out of the PR Other Items line item.

**TABLED** – The item will be discussed at the next finance committee meeting and presented to the board at the next meeting.

**5. Executive Director Report** – Jenn presented her ED report.

**6. Agenda Items for Next Meeting**

- Budget
- Marketing Committee thoughts

**7. Notice of Next Meeting**

- Thursday, August 12, 5:00 p.m. – 7:00 p.m. at Atlantis

**8. Check Out** – Meeting adjourned – 7:30.