

RPIRG Board Retreat

May 2-3, 2009

Saturday

10:00 **Introductions:**

- Tour of property
- Expectations for the weekend
- Meal prep and clean up system and teams
- Check-In

10:30 **Leadership and Communication**

- Warm up game
- The Leadership Compass (OXFAM)

12:30 **Lunch** (sandwiches/wraps: turkey, ham, hummus, tomatoes/lettuce/pickles, feta and sliced real cheese; veggies and dip; fruit)

2:00 **RPIRG Calendar**

- events: in a workable format with start/end dates
- funding
- annual board cycle (Rhonda)
 - recruitment
 - elections
 - AGM

See attached annual cycle document

3:00 **Break**

Snack (fruit, popcorn, granola bars)
Creative Outlet: RPIRG sign

3:30 **Consensus**

- Focus game
- Workshop with Jim Harding?

6:00 **Break/Supper Prep**

6:30 **Supper** (Lasagna – vegetarian/meat, Ceasar salad, Garlic bread)

8:00 **Evening Conversation: *What is RPIRG? Values and Philosophy***

Snacks available (fruit, popcorn, granola bars, cookies)

Sunday

7:00 **Breakfast** (Serve & clean up after yourself: fruit, yogurt, muffins, toast with PB & J)
Anyone for a walk?

9:00 Warm-up Game

Organizational Structure

- Board Governance and structure

Operational Board: This type of board has on-the-ground responsibilities. Staff have

particulars roles
Collective Board:

RPIRG's Pendulum: We have been swinging around between board structures (some boards have no involvement and some have plenty). We need to move toward the middle. At this point, we need *more* board commitment and involvement.

Include Stewardship because it can foster creativity and gives responsibility and long term vision.

Staff involved in group discussions, but not part of decision-making. All agree that there should be both staff and BOD members on committees.

BOD should be greatly involved in the "big picture" discussions and understanding in order to appropriately do policy.

- What are the responsibilities? Who should do what (paid staff, coop students, volunteers, board)?

Board needs to take an active role in PIRG work.

We need an HR manual and guidelines explaining what and how staff do their jobs.

Committees:

Applications Assessment Committee (AAC): necessary

Finance Committee: can be part of individual portfolio, 2 people on finance for sure.

Current Portfolios:

Laurie: Community Relations & Networking (FCAC)

Clint: WG's and Projects

Brennan: AAC, website and Finance

Shaheen: Marketing, Library

Alix: Internal Relations/Campus Relations (URSU)

Ahmed: ?

Robbie: ?

Victoria: ?

Other portfolio opportunities:

- Volunteer/Recruitment
- BOD Support and Development and Recruitment
- PR
- Library
- Finance
- Other

BOD expected to hold office hours! A minimum of 3 hours per week is expected.

Please come prepared with work and do not expect staff to continuously delegate tasks to you. The BOD check list is always on the wall and updated, so refer to it for jobs.

Staff: Post Office Hours on basecamp and on door. Rhonda: ask URSU when they'll paint arrows/logos.

Staff should be responsible for:

- Office hours
- Books
- Legal issues
- Maintaining the budget
- communicating and organizing}start it, do basics and involve the bod.
- Steering direction (when off track)
- filling in the blanks
- liaison between bod
- Organizing meetings and preparing agendas
- paperwork

Arts Intern Student work:

- library
- website
- mentored by staff
- research
- organizing events
- making pamphlets, posters and buttons

- Staff Structure (begin discussion for decision in June)

Ideal Staffing

1. It is not realistic to have 1 staff and 1 student
2. Shaheen: ideally would like to see 1 PR, 1 admin and 1 research position. Plus summer and/or inters
3. Char: It is important to have (at least) 1 permanent (maybe 30 hrs/wk) with a good salary and benefits. This person can be responsible for admin and media relations
4. Idea that contract for PR position be 1 year: event planning, training and development.
5. Pay staff well to encourage good applicants and good work
6. It would be a mistake to set up a system in which we are dependent on students for RPIRG to run efficiently. It is never certain we will find students, or get the gov grants to hire them.
7. It is important to have 2 ongoing staff (handy to have 1 as a student, but not necessary)
8. Permanent or term contracts: undetermined
9. better 2 staff than 1 full time.
10. Idea: 1 F-T staff and one P-T staff (works as assistant) but makes less money.

- Budget for 2009-10 (begin discussion for decision in June)
- Rhonda update on legal issues/meeting with Merv and Janis

The constitution states we only need 50 members for quorum. Staff will look into this.

- Energy release “shake down” when needed

12:00 **Lunch** (sandwiches/wraps: turkey, ham, hummus, tomatoes/lettuce/pickles, feta and sliced real cheese; veggies and dip; fruit)

1:00 **Apathy Into Action** and other planning

As part of Welcome Week, have student group exhibition with URSU (partner with URSU)

to highlight student opportunities.

A2A: 3rd week in September: Sept 17th and 18

How to become active

Environmental justice within a framework of social/ enviro justice

Workshop for joining WG's and applying.

A2A will require registration

- faculty/PIRG partnership

Advertising:

-URSU day planner...put an ad on the day of the event.

Event details:

Make workshops/presentations during scheduled class times, so profs can bring entire classes or people can be sure to have the time off (if not in class at that time).

Schedule:

10-11:15

12:00-1:30

2:30-3:45

Friday night cabaret: tickets for sale? What do we do with the money?

Workshops:

Bonnie Morton: Regina Anti-Poverty ministry

- Unpacking the invisible knapsack

How to be a Volunteer: Guide for people with a packed schedule!

- United Way has a "volunteer Center"
- How to assume a role} approaching an organization/ explaining own role, skills and interests.
- John McKnight skills inventory (understanding own skills)

True Colours:

- Contact Leadership Regina: getting involved in the community.
- Who am I, how do I work, what are my passions? How can/do I communicate with others?
- N, S, E,W exercise at retreat was a good example of this.

Sustainable Activism: Preventing burnout and embracing opportunities. Getting the most out of your educational career.

Speaker: Vandana Sheeva "Eart Democracy"

Research: How to make your research count. Possible speakers include: Murray Knuttila, Roger Petry, John Conway or Darlene Juschka.

Cabaret: focused around alliance building and recruitment

- Keynote speaker at cabaret, maybe president Vianne Timmons

3:00 **Wrap up and next steps** (committees, volunteering, summer)

Next Retreat: May 24th (Sunday) 1 Day retreat, location TBA

- Budget
- Staff Contracts
- Strategic Planning
- Approve Statement of Values

Next Steps: Be in touch with absent BOD and discuss portfolios. Elaborate on portfolio descriptions.

Check Out

3:30 **Clean up**

4:00 **Back to Regina**

6:00 **The Exchange** for Briarpatch May Day "Radical Volunteer Fair"