

RPIRG Board Retreat

May 24, 2009

Present: Charlotte, Shaheen, Alix, Clinton, Rhonda, Brennan

10:00 Introductions:

- Expectations for the day
clear ideas for staffing
- Check-In

10:30 Consensus Review

Wait for Brennan and review before first decision.

11:00 Staffing Choices

review discussion from other retreat

brainstorm on funky new flip chart

when consensus is reached on optimal number of staff positions, 1 sheet/position

consider: roles, responsibilities, hours, wages, benefits, contracts, titles

discuss options and contentious places

Round table for consensus

- *2 staff seems to be both maximum and minimum*
- *In the future we might look for outside funding for additional staff and space*
- *Is there a point when U of R enrollment is too low for our levy to support 2 staff?*
- *Pay:*
 - *do not decrease an individual's hourly rate*
 - *sliding scale*
 - *flat rate – 2x minimum wage (\$18.50/hr), fair non-profit rate*
 - *opportunity for increase*
 - *non-hierarchical*
 - *wage based on seniority, experience, budget*
- *Contracts:*
 - *1 year with 3-month probation for new employees*
 - *Not up for renewal at same time – e.g. Dec. 31 for Outreach/Event Coordinator and June 30 for Organizational Development Administrator*
- *Permanent positions → Job security*
- *silly to make 1 position permanent and 1 contract*
- *define jobs more distinctly*
- *wage structure would require a scale of positions are permanent*
- *The Finance Committee needs to look at various options of how we pay staff*

ODA		OEC		Total
20 @ 18.50	19,200	20 @ 18.50	19,200	38,400
25 @ 18.50	24,050	20 @ 17.00	17,680	41,730
30 @ 19.00	29,640	20 @ 15.00	15,600	45,240
25 @ 18.50	24,050	20 @ 18.50	19,200	43,250

- *Health benefit = \$1000/year for ODA only (student OEC would not opt out of health care)*
- *Transportation benefit for each = \$250/year*

Organizational Development Administrator

- *Board development*
- *Books/admin*
- *WG/project funding*
- *Planning, goal setting*
- *Budget, Finance Committee*
- *Hiring, training, supervising and evaluating staff (with board)*
- *Library*
- *Legal issues*
- *Community relations/networking*
- *U of R/URSU Internal relations*
- *Applying for grants, interns, coops...*
- *Fulfilling PIRG mandate*
- *Foster student activism*

Outreach/Event Coordinator

- *WG/project funding*
- *Event coordination*
- *Marketing*
- *PR*
- *Media*
- *Community relations/networking*
- *Training workshops/opportunities*
- *Website*
- *Volunteer Coordination*
- *Budget, Finance Committee*
- *evaluating staff (with board)*
- *Foster student activism*
- *Community connection/liaison to volunteer opportunities (website)*

12:30 **Lunch**

1:00 **Budget**

- post flip chart sheets (1 for each budget area)
- everyone gets a marker and goes around adding ideas
- discuss
- dotmocracy to prioritize
- record all strong feelings and small voices
- check consensus on general direction
- give to finance committee to do details to bring back to whole board

Employee

- *Paying people (1 dot)*
- *Training opportunities (outside training)*
- *Sensible and settled system*
- *Benefits*
- *Space?*
- *Extra expenses for summer student (need to check out!)*

- *Arts internship – budget \$400/semester*
- *Figure out what works for 2 positions in terms of hours and \$/hour*
- *Having as many students as possible (2 dots)*
- *student employees should not opt out of Student Care plan*
- *Rhonda and Charlotte establish costs for benefits, etc.*
- *laptop for student positions/board (extra workstation)*

Student Services

- *Volunteer Training (4 dots)*
- *Alternative library – films, docs – on-line access (1 dot)*
- *Workshop for those interested and unsure re: project/WG funding*
- *Apathy into Action (6 dots)*
- *Community connection (1 dot)*
- *Workshops (like those discussed at May 2-3 retreat) (6 dots)*
- *Facilitators (2 dots)*
- *Space (3 dots)*
- *Odessa school for retreat space (1 dot)*
- *Discretionary = \$1000*
- *As much \$ as possible in WG and project/event funding*
- *Conferences and Meetings line merges with Events to become RPIRG events*
 - *make sure enough \$*

Operations

- *Legal – lawyer fees, computer system for PIPEDA, budget for these (3 dots)*
- *MS Office - \$80 personal (ask Brennan) (2 dots)*
 - *can it come out of 2008-09 budget?*
- *Better key system – 1 more and sign out system*
- *website*
- *possible rent office space? If not enough this year, keep in mind for when legal stuff is done (1 dot)*
- *Blackberry?*

Board

- *Retreats (1 dot)*
- *Training (5 dots)*
- *recruiting – elections*
- *portfolios (3 dots)*
- *materials?*
- *Odessa School rental opportunity (\$600/6 month contract) – other costs? Kitchen?*
- *Annually: 2 1-day retreats; 1 weekend retreat; 1 multi-group formal and professional board training*

PR

- *Posters/pamphlets (awesome tabling stuff) (3 dots)*
- *Events: free and interesting speakers (5 dots)*
- *campus outreach and external outreach – partners*
- *marketing*
- *shirts (1 dot), bags, pins (1 dot)*
- *advertising: Carillon (2 dots), URSU calendar*

- *career day*
- *Rhonda and Char get specific: career day, calendar, Carillon*

3:30 Wrap up and next steps:

Finance Meeting: June 11, 8:30 pm @ Rhonda's 144 Marsh Crescent

Board Meeting: June 23, 8:30 pm @ Rhonda's 144 Marsh Crescent

Check Out