

APIRG Board Meeting Minutes – 4pm – Friday April 29, 2005 – APIRG Office - HUB

Attendance

Voting Members: Darren Lau, Amol Saincher, Kevan Hunter, Ariel Bowering, Alvin Law, Jason Bisanz

Non-Voting members: Carmen Sadoway

Staff: Rose Yewchuk

Roles:

Facilitator: Ariel

Speaker's List: Darren

Time Keeper: Amol

Vibes Watch: Carmen

Items:

1) Check-In

2) Addition of Agenda Items

- a) Hiring – STEP committee will meet Monday May 2nd at 2pm @ the office.
- b) Committee has selected a candidate for financial coordinator

3) Approval of Last Board Meeting Minutes

- a) April 1 2005 – **Approved** with amendments (one stand aside)
- b) April 15 2005 – **Approved**

4) Next Meeting

- a) **Setting of Next Meeting**
 - i) Board retreat – Fri May 13 and Sat May 14 2005

5) Staff Updates

- a) Rose – See staff update sent out April 27
- b) Leah – See staff update sent out April 26
- c) Lise – See staff update sent out April 26

6) Tabled From Last Meeting:

- a) Revisit items from April 15 that require consensus (see April 15 minutes, items: 6 a), b), c), 7 b), 8 c) – **All items were approved.**
- a) Elections cleanup: Discussion:
 - i) Felt that we need to nullify the election of the two members who did not fill out nomination packages and give them non-voting status. They can stand for election in the future (whenever a by-election comes up).
 - ii) Felt that APIRG elections should be of the same standard as Elections Canada.
 - iii) The integrity of the election is intact despite this mishap – their election was an accurate expression of student will. There was no written complaint process and the election policies were not communicated to everyone. Given the circumstances and the small size of the organization, is it necessary to throw them out.
 - iv) There were people who expressed an interest in running but chose not to because they did not have time to fill out the package. Is this a double standard.
 - v) What kind of message does APIRG want to send about how this is handled. We need to make sure is everything is above board so that we look professional.
 - vi) Is this the decision of the old board or the new board. The old board must ensure the election is valid but it is up to the new board to decide whether to appoint members.

Proposal: Annul the results of the two board members who did not submit nomination packages (Rob Butz and Jason Bisanz.) Recommend that the new board consider reappointing them and make this an agenda item for the board retreat. Make an official statement on the website explaining the situation and include details of the discussion in the meeting minutes.

Approved by consensus – Jason Bisanz stand-aside

7) Requests for Funding:

a) Leslie Feinberg – Information item

Leah approved a grant for \$200 to bring her in for Trans Awareness week

i) Should this have been part of the funding round?

ii) Is this the purpose of an emergency fund?

iii) We need to clarify funding policy. Staff will send it out and add to next meeting agenda. We need to decide how funding decisions will be delegated in the future.

b) Simplefood

i) Sink sale has been applied against Simplefood's outstanding debt. Felt that forgiving the rest of the loan is appropriate. Staff will write letter to inform Simplefood of loan forgiveness.

8) Policy:

a) Staff are reviewing policies on the web site, on the computer, and in hard copy to make sure they are consistent.

9) Office:

a) Rose, Lise, and Pete are taking care of the final shopping and installation for the office furniture.

10) Board:

a) Housekeeping for Board members who are leaving: (return keys, library items, clean off computer accounts, clean off guest account desktop, mailbox and files or personal items in the office, etc.)

b) Housekeeping for returning and new Board members: please do not use your board APIRG computer user account or the guest account for personal use, especially for downloading software. If *documents* are downloaded to the desktop, please delete as soon as possible. We need to keep the computers as un-cluttered as possible.

c) Strategic Planning session – Leah would like to know when people are available. Decision: Strategic planning will take place within 2 weeks of the board retreat. Staff will email out a request for people's availability.

d) Board retreat update (Kalin, Leah)- Moonlit Bay is available for a deposit of \$100 plus \$12 per person per night. **Approved.** Darren expresses glee. Ariel will help to organize carpooling.

e) Upcoming Delicious library training. Interested individuals need to choose a date. Please contact Lise and/or Kim if you are interested.

11) Staff:

a) The financial coordinator hiring committee has completed interviews and would like to recommend a candidate to the board. Decision ratified by consensus. Staff will contact this individual to offer them the position. Rose will work out a training schedule with the new staff person and update the board.

12) Finances:

a) Staffing costs projections for 2005-2006 update. Hard copy in Board folder.

i) It would be useful to plan out some scenarios before the retreat to link staffing decisions to organizational goals. Ariel is willing to coordinate a strategic planning committee consisting of Kevan, Darren, Rose, and any other interested parties. Ariel will email out meeting dates.

13) Announcements:

f) Rose is leaving soon. We need to have a nice dinner and party with her before she goes. Wed. May 18 is a good night for the staff. Location and time TBA – possibly at Ariel's house.

g) Table at Trans Awareness Fair May 2 – Amol is willing to help with this.

14) Minutes Task Follow-up:

a) Staff will email out a request for people's availability for the strategic planning session

b) Staff will send out funding policy and add it to a future meeting agenda for clarification.

c) Staff will write letter to inform Simplefood of loan forgiveness.

- d) Follow up on formerly non-quorate items from April 15
- e) Make the possible reinstatement of Rob and Jason an agenda item for the board retreat. Make an official statement on the website explaining the situation.
- f) Rose will work out a training schedule with the new staff person and update the board.
- g) Board retreat: Ariel will help to organize carpooling
- h) Ariel will email out meeting dates for strategic planning subcommittee.

15) Consensus Points of Process:

- a)

16) Check-out:

- a)