



An Annual General Meeting of OPIRG Windsor was held on November 14th 2018 at 5:30 PM EST at the University of Windsor in the Education Building room 1121 Windsor Ontario, Canada.

Requested Presence

Directors: Keely, Curtis, Rohan, Sweetha, Noah
Membership: Full-time undergraduate students, graduate students.
Staff: Matthew Dunlop,

Present

Directors: Keely, Curtis, Rohan, Sweetha, Noah
Staff: Matthew Dunlop
Guests: 8 general members

Regrets/Absent

Directors: None
Staff: None

Facilitator is: Curtis (President)
Minute Taker is: Matthew

Quorum was met with 13 people present
Conditions for Quorum are: whomever is present

Curtis called the meeting to order on November 14th 2018 at 5:42PM EST and Matthew recorded the minutes. Quorum of Member was present, and the meeting, having been duly convened was ready to proceed with business.

Agenda

- 1) Call to Order
- 2) Approval of Agenda
 - a) Moved and Seconded – **CONSENSUS REACHED**
- 3) Check in/OPIRG Story/Mood Minder (1-3min each) (Round Robin)
 - Those present around the room shared how their week was going and how they found out about the AGM
- 4) Overview of OPIRG Windsor
 - Matthew presented an overview of what OPIRG Windsor does. Supplemented by Curtis Makish
- 5) Staff/Board Reports
 - Matthew presented the OPIRG Windsor Annual Report (attached)

Facilitator Signature (After approved)

Chair Initials _____

Minute Taker Initials _____

_____ Date _____



6) Business

a) Election of Directors

- An overview of the election process was communicated by Matthew
- Nominations opened with all student board positions filled uncontested
 - Sweetha Robin-Samuel, Noah Ricciardi, Ivana Iliev
- Nominations opened with the 2 community positions contested by three people
 - Keely Murdock, Curtis Makish, Rohan Madhusudan
 - Each person was given an opportunity to speak to the group for 2 minutes
 - A secret ballot took place
 - Matthew counted the ballots with all candidates able to scrutineer or send a representative
 - Ballots were agreed to be destroyed by the group – **CONSENSUS REACHED**
 - Successful candidates were: Keely Murdock, Curtis Makish

BIRT the OPIRG Board of Directors as of November 15 2018 be:

- Sweetha Robin-Samuel,
- Noah Ricciardi,
- Ivana Iliev
- Keely Murdock,
- Curtis Makish

CONSENSUS REACHED

- b) BIRT Hyatt Lassaline be appointed the auditor for the 2016-17, 2017-18 and upcoming 2018-19 term audit.
- Curtis presented an overview as to why the previous two years were not completed. Due to the move and passing of the Coordinator many activities have been held off until stability is found again.
 - **CONSENSUS REACHED**
- c) BIRT the proposed budget for 2018-19 term be approved (presented at AGM only)
- The floor was opened for questions. Budgets were printed and given to each person present
 - **CONSENSUS REACHED**

The meeting adjourned at 6:57 PM and the group moved to the OPIRG Space at 2161 Wyandotte Street West for post AGM discussion on strategic direction.

Chair Initials _____

Minute Taker Initials _____

Facilitator Signature (After approved) _____ Date _____



ANNUAL REPORT 2017-18 Term

OPIRG-Windsor

Email: opirg@uwindsor.ca

Website: www.opirgwindsor.org

Presented

November 14 2018

AGM

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OH, WHAT A YEAR!

Welcome

This report outlines work accomplished from September 2017 to end of August 2018. We would like to thank the countless hours that the Board of Directors, volunteers, workstudies and partners who stepped up to the challenges faced. Without the people behind the scenes OPIRG-Windsor would have had more difficult transition. **Thank you thank you thank you!** We look forward to the year ahead as we continue to envision the important work that OPIRG-Windsor does on campus and in the community.

Please note this report outlines a general overview of notable items. This does not dive into a day to day work, meetings, or countless decisions by the organization. There are most certainly aspects of the year that are not captured here but if there are any questions direct them to opirg@uwindsor.ca

Board Members - Curtis Makish (President), Rohan Madhsudan, Keely Murdock, Noah Ricciardi, Sweetha Samuel

Special thanks - Matthew Dunlop for dedicating time and energy throughout the change filled year. Andile M for working with us this past year as a casual staff to secure the important work And,

To Jim Davies, may you rest in joy and happiness knowing the many lives you touched

Important Notes - Local

- In August 2017 the University of Windsor presented an eviction notice to OPIRG Windsor for what was known as The OPIRG House located at 372 California. We were permitted to house the items in the space for no cost. OPIRG had resided in the space from around 2010. Contact with the university expressed that the house was slated for demolition.
- In August Jim Davies, OPIRG-Windsor's sole staff member, passed away. This was a major shake up to the organization as Jim had served as the staff position for around 25 years. A memorial was held to celebrate his life.
- September also included a smaller version of our regular Alternative Welcome Week due to the organizational changes. This was run by the grant-funded Canada Summer Job student from the previous term.

- In October we were approved and hired for 15 workstudies and 3 Volunteer Internship Program (VIP - now discontinued). New job description formats and templates were created. The Ignite (workstudy) program took a major change which brought them more towards developing employability skills and as an experiential learning experience. This placed a strain on volunteer resources as the new application demand a much more in-depth process, follow up, and tracking.
- A new department style workstudy system was tested for OPIRG-Windsor with a job description created for each

Department 1 – Development (3)	Department 2 – Outreach (6)	Department 3 – Events (6)
Organization and Policy Development (x1) Disorientation Week Researcher (x1) Assistant to the Board/Coordinator (x1)	Outreach Team Lead (x1) Online Outreach (x1) Campus and Community Outreach (x3) Action Group Support (x1)	Programs and Special Projects Lead (x1) Programs/Events Developer (x2) Special Projects Developer (x2) Volunteer Lead (x1)

- With the revisioning of OPIRG-Windsor starting to take place various new tools were implemented such as OneDrive, Slack, Trello, Canva, and Zoom. These were tested for organization fit. Social media account for Snapchat and Instagram were created as well as the Twitter was reclaimed.
- In October interviews were held for two casual contract positions to support the organization as we reorganized. One successful candidate, Andile M. accepted the position for until May 2018. Training and support were provided at the level the board could support.
- In November we began training development and support for the workstudies. PowerPoints were created, training was sourced, and development tools were established as part of an initial onboarding process.
- In February OPIRG Windsor secured a new space at 2161 Wyandotte Street West. Space requests pervious were rejected by the university
- An initial partnership with Windsor Workers Education Centre (WVEC) and the Global Resource Centre (GRC) were established. These later were discontinued due to the new office space not being prepared in time for all the organizations needs.
- In March a request to increase the OPIRG fees, first time in 25 years, by .80-1.20 was rejected by the Ancillary Fee Board. It was noted a referendum would be required.
- In July Ignite positions were applied for seeking 10 positions which 5 were approved.

- Two positions were hired from the Canada Summers Job grant - Tiwa for AWW, and Georgina for the Radio Show - work will be reported next term report
- End of August 2018 a new staff person was hired. This took many months due to the board requiring making decisions on 1FT or 2 PT, new descriptions needing to be made and approved by the union. There were many instances where delays were held from various areas.
- No action groups were held during the 2017-18 term
- No research was published during the 2017-18 term
- One grant was held for the Campus Community Garden through the Friends of TD.
- We continued to hold our office space at 252 Dillion Hall. Out On Campus which has transitioned to a UWSA service (Undergrad student union) still is located in the space within 252 until September.

Important Notes - Provincial

- CUPE 1281 was engaged in bargaining during this term. By the end of the reporting date a new Collective Agreement had not been completed.
- An OPIRG-Provincial Congress was held on June 9-10 - our local participated
- The OPIRG-Provincial AGM was held in October - our local participated
- Various provincial board meetings were held. Rohan was the OPIRG-Windsor Rep
- Various referendums across the network both for increased funding and defunding were held and resources were developed to support both campaigns.
- The Provincial networking is looking to redo their bylaws and policies to have a updated and compiled document - slated for October Provincial AGM
- They are also looking to develop a new Wiki and communication tools (Slack or similar) for the network

Financial Highlights

We ended September 2017 with 29,732.64 in the bank. We ended August 2018 with 75,665.37 in the bank. This was largely due to not paying for a staff person from September-August, almost the entirety of the term.

Immediately after Jim's passing strict accounting principles were put in place to lessen the risk of misuse of funds during any turbulence. At this time all accounts of been reconciled and are awaiting an audit review as approved at the AGM. Questions are welcome regarding fund.