

PIP Minutes, September 9, 2019.

Rob called the meeting to order at 6:10.

LA moved and Valentina seconded approval of the agenda. Carried.

LA moved approval of July's minutes. Devon seconded. Carried.

Staff update.

Rob reminded us that Ayesha had told us that Wave is now going to be used as a bookkeeping program. Ayesha had also said that they had a lead on a bookkeeper. LA said that he has spoken to the gentleman who does books for Reframe, etc, and he has agreed to look after our books as well.

Board Update.

Rob said that he has spoken with the publishers of The Arthur, and they were very receptive to having us submit material. Rob also talked about resuming Podcasts. He said that he had been approached by Matt Jarvis from Trent Radio about the possibility of live streaming training from Sadleir House.

Rob asked us to think about how we could go about letting people know that we exist when we don't even have a place where we can put up posters. LA wondered whether PIP could put together a show, letting people know that PIP exists. LA said that maybe we could plan on two shows a year. LA said that he would help edit. Someone else could perhaps co-ordinate how people can either call in or send in material. LA suggested that perhaps we could ask people to talk about how they're managing in this new Covid world. Rob asked LA to send an E-mail about his suggestion to Ayesha and the board. Rob pointed out that unfurling this plan might make it easier to reach people if we decide to campaign for the establishment of a levy.

Showcase.

Nothing definite has been organized. LA asked if we could suggest to Trent Radio programmers that since their shows are being recorded anyway, could they consider joining PIP, and turning their programs into podcasts. Rob was quite eager to do that. LA asked whether we are still considering approaching professors about submitting regarding doing podcasts.

AGM. We decided that we should use Zoom as the platform for our AGM. A tentative date for the AGM is Tuesday, November 10 from 6:30 to 7:30 p.m. We will wait until our next meeting to formally approve the date, but in the meantime, we should send out a "Save The Date" E-mail. LA suggested thinking about the possibility of a performance by someone. Valentina will make sure that we can use her work's Zoom account.

Our next board meeting was set for Wednesday, October 14 at 6 p.m.

The meeting was adjourned at 7:18.

PIP Minutes, October 14, 2019.

Rob called the meeting to order at 6:08. Ayesha, Rob, Valentina, and Devon were present.

Devon moved approval of August's minutes. Valentina seconded after making amendments. Carried.

Staff updates. Ayesha has booked the Sadleir House lecture room for the annual meeting at 2:00 on November 2nd.

There was a brief website outage over this past weekend for about 16 hours.

There is continued interest in the skill sharing workshops series, but Ayesha hasn't had a chance to set it up yet.

They are thinking of making membership renewal annually each August rather than quarterly. Ayesha hasn't started on an operational plan after the strategic plan, but it is forthcoming.

Board Update.

Our next task is to prepare for the annual meeting. The reimbursement policy hasn't been written yet.

Valentina moved and Devon seconded that November 2 be chosen as the date of the annual meeting. Carried. The current board will have a quick meeting at 2:00, and the AGM will begin at 3:00. A meeting with the new board will be held at 5:00, followed by a supper provided by members of the outgoing board.

PIP Minutes, November 2, 2019 (pre-AGM)

rob called the meeting to order at 2:14.

valentina moved approval of the agenda. devoan seconded. carried.

valentina moved approval of september's minutes. devon seconded. carried.

devon moved approval of the annual reports. valentina seconded. carried.

rob announced that he, valentina, and devon expressed intentions to run for re-election.

The meeting was adjourned.

PIP Minutes, November 2, 2019 (post-AGM)

the meeting of the new board was called to order at 4:38. rob was appointed as president, devon as secretary, and valentina as treasurer. stephen and l.a. moved and seconded acceptance of those appointments. carried.

our next meeting is on november 13 at 6 pm at sadleir house. For the most part, our meetings will be the second wednesday of each month.

the meeting was adjourned at 4:45.

PIP Minutes, November 13, 2019.

Rob called the meeting to order at 6:07. He welcomed everyone to the first meeting of the year.

Stephen moved approval of the agenda. LA seconded. Carried.

Devon moved approval of both the pre and post AGM minutes. Stephen seconded. Carried.

Staff Updates.

Ayesha said that they will send the bylaws to our new board members. Ayesha and Devon will be travelling to Norwood to speak to the Steam Club about podcasting. Ayesha will be doing a Podcast 101 workshop for the Peterborough library. They are also planning skill sharing workshops. We will have a podcast cabaret in January or February. As per Valentina's recommendation, Ayesha has moved us to a ledger format and an online invoicing format called Wave.

Board Updates.

Rob said he has been reaching out for members on the board. Most said no, but that they would be interested in volunteering in other capacities.

We had an open discussion about what we would like to accomplish in the coming year. We might consider cutting our office space in order to cut costs. Ayesha will negotiate dispensing with the space.

Ayesha said that it might be helpful to push for a levy for Trent students. Apparently, it would work out to about \$3.70 per student, or \$10,000 a year. That would require a student referendum which would in turn require campaigning. LA wondered about organizing a podcast showcase or festival every year. Valentina suggested meeting with Reframe. She also wondered about doing something small at Reframe's January festival. Ayesha will speak with Amy.

Devon reminded the board about the gear swap that was mentioned at the AGM. Valentina suggested that we should start small.

Valentina suggested putting an operational plan score card on each agenda.

The next meeting is on december 11 at 6 pm. Rob adjourned the meeting at 7:06.

PIP Minutes, January 22, 2020

rob called the meeting to order at 6:02. stephen moved approval of the agenda. valensna seconded. carried.

devon explained that due to a technical gremlin, december 2019's minutes weren't available.

staff update.

ayesha said that they will be away during two weeks in february doing an artist residency. they will be leaving sadleir house to work on their podcasting career. some money was lost on the audacity editing workshop because there weren't enough participants. podcasting 101 will run on february 15 and there are already people who have signed up.

board update. rob said that things have been phetty quiet. stephen will be in australia in march.

operations plan.

ayesha proposed ten workshops and four social gatherings per yer. they are also proposing a \$2.60 student levy from trent university per year. they would also like to apply for grants with a view to hiring a staff person for 2020-21. stephen and valentina offered to help, especially while ayesha is away. stephen moved approval of the operations plan. valentina seconded. carried. la will do a video for instagram as part of the levy campaign.

we agreed to table approval of the budget until small revisions have been made.

ayesha asked the board to let them know if a bookkeeper would like to take on pip's books.

next meeting: february 5 at 6:00.

PIP Minutes, February 3, 2020

rob called the meeting to order.

Stephen and LA moved for approval of the agenda. Carried.

Devon moved approval of the minutes. LA seconded. Carried.

Staff Updates.

Ayesha submitted our question for the levy, and is now waiting approval from the Central Student Association.

The PIP website was updated this past weekend.

We were approved for a grant to host a podcast festival this coming september. We also received approval from the city to apply the grant to the festival. Reframe has offered to assist. We'll do the podcast cabaret in March, and the festival in September.

next Monday, Ayesha will appear on Insight Peterborough to talk about the upcoming workshop for people with disabilities.

Board Update.

Rob will be filling in for Ayesha for two weeks in February.

Budget.

Valentina moved to approve the budget.

Dephen seconded Carried.

Next meeting: march 11 at 6 pm.

PIP Board Meeting Minutes

April 8 2020

Meeting called to order by Rob at 3:08 pm

Motion to approve agenda:

Moved by LA.

Seconded by Stephen.

Carried.

Motion to approve February minutes:

Moved by Valentina.

Seconded by LA.

Carried.

Board and Staff Updates:

Staff Update:

- COVID-19 and impacts on operations has been top of mind.
 - All upcoming workshops cancelled for the time being. Regular programming is on hiatus (particularly in-person programming such as office hours, radio show, and accessibility hours).
 - Plans will be made to adjust to a different format (e.g. email, conference calls) based on demand and needs of members. Most likely, this would be done by appointment rather than at set time in order to make the best use of staff time.
- Levy campaign:
 - Put on hold till next year (2020/2021).
 - Files have been put into a central folder in Google Drive.
 - Outreach activities may be able to begin in Fall 2020 (depending on COVID-19 status).
- Moving webinars and events online:
 - Formats, processes, and payment systems are being explored.
 - Anyone who has ideas is welcome to share with Ayesha and the rest of the board.

Board Chair Update:

- Rob is available to help explore/work on transitioning workshops and other PIP activities online.

PIP Operations Status & Short-term Plans:

- As per staff update, PIP operations temporarily scaled back, but Ayesha will continue to be available to support our members as needed.
- Main communication with members and collaboration among board will be via email.
- Ayesha and Devon are exploring the possibility of transitioning some workshops to webinar format.
- COVID-19 situation will continue to be monitored.
- Work plan and status of operations will be revisited as a group at the next board meeting.
- Devon suggested exploring virtual/remote offerings, such as monthly digital hangouts, to maintain PIP's profile throughout this time. Ayesha will explore this option and capacity to offer monthly PIP meetups.

Proposed Agenda Items for the Next Meeting:

- Revisiting status of PIP operations.
- Discussion of PIP work plan for remainder of FY 2019/2020.
- Revisit levy campaign topic. Consider if there are background preparation activities that can take place before the Fall semester.

Next Meeting:

Wednesday, May 13, 2020

6 pm

Meeting Adjourned:

3:41 pm

PIP Minutes, May 13, 2020.

Rob called the meeting to order at 6:08.

Valentina and LA expressed regrets.

Stephen moved approval of the agenda. Devon seconded. Carried.

Devon moved that last month's minutes be approved. Stephen seconded. Carried.

Staff Update.

Ayesha reported that accessibility hours are running via E-mail. Someone has inquired about becoming a member. Ayesha is thinking of starting digital office hours, but no details as yet. Ayesha told us that it might be best to consider a virtual podcast festival, because we don't know how long this lockdown will last.

Board Update.

No one had anything to report.

Operations plan.

What can we do to keep things going, even if it has to be virtual? Ayesha suggested a conference call every other week. Rob mentioned the possibility of what he called a discord chat. Ayesha mentioned a virtual hangout. We think we need to see how these online network ideas pan out, and whether or not a festival can be accomplished. We don't need to produce anything major until the Fall. If informal hangouts seem popular, then we can think about delivering workshops virtually. Rob and Ayesha will look into technologies that might be useful.

With regard to the possibility of a levy campaign, we decided to wait to see how things unfold, especially if Trent follows Fleming's lead, and decides not to have any physical classes come September.

Next meeting will be June 10 at 6 p.m.

The meeting was adjourned at 6:44.

PIP June 10, 2020

Rob called the meeting to order at 6:03.

Valentina moved approval of the agenda. LA seconded. Carried.

Devon Moved approval of the minutes. Valentina seconded. Carried.

Staff Updates.

We haven't had a workshop thus far, but Ayesha is testing out a hang-out for PIP. Ayesha has also had a couple of inquiries regarding membership.

Board update.

Rob said that he's enthusiastic about the hang-out area that Ayesha talked about. He thinks that it will be a great spot for workshops, meetings, etc.

Financial update.

We have had a couple donations. \$3,381.66 revenue. Expenses: \$1,418.82. \$2,714.34. Today's balance, \$4,709.90. We're still going to look for a bookkeeper to have a look at our books at least once a year.

Operation planning.

Ayesha said that it might be wise to continue social distancing. Everyone agreed, because everything for the coming school year will be pretty much on-line.

Next meeting: July 8 at 6:00.

The meeting was adjourned at 6:31.

PIP Board Meeting Minutes

Wednesday, July 15, 2020

Meeting called to order by Rob at 6:05 pm.

Meeting Agenda:

- Motion to approve agenda:
 - Moved by LA.
 - Seconded by Valentina.
 - Carried.

June Meeting Minutes:

- The June meeting minutes were discussed. An amendment will be made to remove the budget figures and instead note that the financial update document was received by the Board.
- Motion to approve June minutes with amendment:
 - Moved by Rob.
 - Seconded by LA.
 - Carried.

Board Updates:

There were no Board updates at this time.

Staff Updates:

- Ayesha has been working to get the virtual space up and running.
 - A space is being developed on Discord.
 - The idea is to have access available at any time, with pre-set times for virtual group “hangouts”.
 - The Discord server is also being tested as a way to host virtual workshops and presentations, with positive results so far.
 - The tentative launch date for this space is in August 2020.
- Online payment processing systems are also being explored. Ayesha is currently in the information-gathering phase.
- One new podcast has recently joined PIP.

Status of PIP Operations:

- The process of moving a limited number of PIP operations into an online format is still being explored. PIP’s online infrastructure will continue to be developed.
- For now, operations (e.g. meetings and other offerings) will continue online. Public health recommendations will continue to be monitored, but PIP will err on the side of caution and limited in-person interactions.
- A brief discussion about payment platforms took place.
- Outreach to Trent students and key contacts:
 - It’s unclear how levies will work in the coming academic year.
 - Additionally, campaigning on campus will not likely be possible.
 - PIP should consider how it will proceed with outreach to Trent students.
 - It was noted that Trent Radio and The Arthur are collaborating to produce “Issue Zero”. Rob will explore if an article about PIP in this issue makes sense.

- There is also the possibility of assisting a Trent professor who reached out to PIP about producing his lectures as podcasts. If this idea proceeds, this may lead to new opportunities with additional professors.
- This may potentially lead to other opportunities to collaborate with professors, particularly in media studies.
- Devon will look at the course calendar and come up with a shortlist of potential courses/professors that PIP could reach out to. The purpose of these introductions would be to build relationships and increase awareness of PIP as a resource for students, and potentially, as a resource for professors, too.
 - Course calendar link:
https://www.trentu.ca/registrar/sites/trentu.ca/registrar/files/documents/Trent_Calendar2020_online_v2.pdf
- Certain Department Heads or other key contacts at Trent could also be contacted to make them aware of PIP, and PIP's new online spaces (as a possible resource for students).
- **Next steps:**
 - Ayesha will prepare recommendations and a plan regarding the online workshops and online payment portal (to be presented at the August Board meeting).
 - Rob will explore the idea of submitting an article for Issue Zero.
 - Devon will create a shortlist from the Trent course calendar.

Other Business:

- Next AGM:
 - PIP's AGM will be noted as a key agenda item for the next meeting.
- Bookkeeper:
 - A bookkeeper for PIP has not yet been engaged. Valentina will reach out to a contact.

Next meeting:

August 12, 2020

6:00 pm

Meeting adjourned:

6:40 pm