

## UCCC Board Draft Meeting Minutes

### Tuesday, November 18, 2014 at Kootenay Boundary Community Services Co-operative

**Present were:** Prudence-Elise Breton, Catherine Fisher, Cindy Corrigan, Laureen Barker, Jocelyn Carver, and Andrew Jarrett

**Directors:** Jocelyn Carver (Kootenay Country Store Co-op), Prudence-Elise Breton (Kootenay Boundary Community Services Co-op), Catherine Fisher (Kootenay Co-op Radio), Laureen Barker (Kootenay Carshare Co-op),

**Regrets:** Cindy Corrigan – by phone (East Kootenay Credit Union), Corky Evans (Heritage CU),

**Others:** Andrew Jarrett (Recorder)

Item	Discussion	Outcome
1. Opening of Meeting	At 3:05 p.m.	Opened by chair, Laureen
2. Review of Agenda	No Additions	<b>M/S/C</b> That the agenda be accepted as distributed
3. Review of September minutes	No corrections	<b>M/S/C</b> Approved

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4. Action Items	<ul style="list-style-type: none"> <li>a) <b>Zoë</b> to request training support from our member CUs</li> <li>b) <b>Andrew and Zoë</b> will address training strategy in future</li> <li>c) <b>Jocelyn</b> to follow up with new directors re orientation</li> <li>d) Film <b>Many Hands</b> to be screened during Co-op week</li> <li>e) <b>Cindy</b> will write a letter to other CUs inviting them to schedule a presentation.</li> <li>f) <b>Group</b> to use Andrew's format for reporting out to their respective boards/ co-ops</li> <li>g) <b>Andrew Jarrett</b> to cc Board on Associate Co-op Developer Request               <ul style="list-style-type: none"> <li>• Prudence followed up on a query from Ecoseeds, providing a letter of support</li> <li>• Andrew made a presentation to Community First Co-op board on November 3<sup>rd</sup> and provided phone consultation to Casey Brennan of Columbia Basin Watershed Network Steering Committee re the feasibility of incorporating as a co-op.</li> </ul> </li> <li>h) <b>Zoë</b> will send Prudence and Catherine pamphlets to adapt/ print for co-op week and newsletter</li> <li>i) <b>Catherine</b> will look into getting I choose Co-op T-shirts for co-op week</li> <li>j) <b>Prudence and Catherine</b> will cover off admin/ operational/PR duties in Zoë's absence</li> <li>k) <b>Cindy</b> will write a 200 word piece on CUs and Co-ops for the newsletter</li> <li>l) <b>Zoë</b> will provide Catherine with food co-op gift card &amp; Shift Change film for potential co-op week activities</li> <li>m) <b>Catherine</b> will update website- Zoë will fill her in on approaches and passwords.</li> <li>n) <b>Zoë</b> to schedule a January meeting with CBT's Community Initiatives Team, and present UCCC/ Economic impact stats, currently in the works by Catherine.</li> <li>o) <b>Catherine and Prudence</b> will coordinate Co-op week, with help from others</li> <li>p) <b>Laureen</b> will coordinate November strategic planning and will invite Andrew Jarrett to participate. Catherine will schedule the meeting.</li> <li>q) <b>Laureen, Catherine, &amp; Prudence</b> to arrange to be signing authorities</li> <li>r) <b>Catherine</b> will send out fall newsletter</li> </ul>	<ul style="list-style-type: none"> <li>a) Still on back burner</li> <li>b) Back burner</li> <li>c) Andrew to be available as a resource; have policy ready; future focus of first meeting after AGM</li> <li>d) Done</li> <li>e) Catherine will check with Cindy</li> <li>f) Andrew will adapt minutes for draft</li> <li>g) Andrew reported his activities</li> <li>h) Done</li> <li>i) Did not happen</li> <li>j) Has been happening</li> <li>k) Did not happen; Catherine will follow up</li> <li>l) Done</li> <li>m) Terry updated website instead</li> <li>n) Still in process</li> <li>o) Done</li> <li>p) Done</li> <li>q) Not yet done</li> <li>r) Done (See current priorities)</li> </ul>

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5. Generative Ideas	a) Prudence had prepared something on Housing Co-ops for this meeting, In light of time required for strategic planning; this item was deferred pending time available.	Tabled to next meeting
6. Current priorities	<p>a) Co-op week Recap</p> <ul style="list-style-type: none"> <li>• Events went smoothly organizationally, but not well attended</li> <li>• Kootenay Country Store focused on awareness (buttons, T-shirts) → seemed effective</li> <li>• UCCC Table in front of KCSC got some traffic</li> <li>• Next year: start earlier; focus on awareness; involve members as many ways as possible</li> <li>• Banner on Civic Centre</li> </ul> <p>b) Newsletter Feedback</p> <ul style="list-style-type: none"> <li>• Went out for Co-op week</li> <li>• Prudence designed a graphic</li> <li>• Went out on Mail Chimp</li> <li>• Catherine added new member emails to existing members list</li> <li>• Included Co-op week events and member news</li> <li>• Prompt people to like new Facebook page</li> <li>• Add sign-up for newsletter button to web-site</li> <li>• Seasonal Theme</li> <li>• Spring: Elections &amp; AGM (March)</li> <li>• Summer: New Directors; reporting out (June)</li> <li>• Fall: pre Co-op week (September)</li> <li>• Winter: Strategic Plan update (December)</li> </ul> <p>c) Additional Items</p>	<p>a) <b>Start Co-op week planning in June next year</b></p> <p>b) <b>Try for quarterly themed issues</b></p>
7. Strategic planning	<p>a) Reviewed vision and mission</p> <ul style="list-style-type: none"> <li>• Prudence &amp; Zoe &amp; Jocelyn to review feedback and draft recommendation(s); Prudence to initiate</li> </ul> <p>b) Reviewed progress on existing strategic plan</p> <p>c) Reviewed priorities.</p> <ul style="list-style-type: none"> <li>• See separate notes</li> <li>• Question of what was feasible, given time and budget</li> </ul>	<p>a) Draft by February</p> <p>b) Reviewed progress on existing strategic plan</p> <p>c) Drafted a few key objectives around strategies</p>

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8. Action Items for Next Meeting	<ul style="list-style-type: none"> <li>a) <b>Zoë</b> to request training support from our member CUs</li> <li>b) <b>Andrew and Zoë</b> will address training strategy in future</li> <li>c) <b>Cindy</b> will write a letter to other CUs inviting them to schedule a presentation.</li> <li>d) <b>Group</b> to use Andrew's format for reporting out to their respective boards/ co-ops</li> <li>e) <b>Cindy</b> will write a 200 word piece on CUs and Co-ops for the newsletter</li> <li>f) <b>Zoë</b> to schedule a January meeting with CBT's Community Initiatives Team, and present UCCC/ Economic impact stats, currently in the works by Catherine.</li> <li>g) <b>Laureen, Catherine, &amp; Prudence</b> to arrange to be signing authorities</li> <li>h) <b>Zoe to add</b> sign-up widget for newsletter button to web-site,</li> <li>i) <b>Zoe to show at least one board member how to update website</b></li> </ul>	<b>Review next meeting</b>
9. <b>Forward Planning</b>	<ul style="list-style-type: none"> <li>a) <b>Future Agenda Items:</b> <ul style="list-style-type: none"> <li>• Generative ideas (Prudence)</li> <li>• Strategic Plan follow-up (Laureen)</li> <li>• Update of Board calendar (Andrew)</li> </ul> </li> </ul>	
10. <b>Adjourn</b>	<ul style="list-style-type: none"> <li>b) Meeting adjourned at 5:00 pm</li> </ul>	