

## UCCC Board Draft Meeting Minutes

### Wednesday, January 28, 2015 at Kootenay Boundary Community Services Co-operative

**Present were:**

**Directors:** Jocelyn Carver (Kootenay Country Store Co-op), Prudence-Elise Breton (Kootenay Boundary Community Services Co-op), Catherine Fisher (Kootenay Co-op Radio), Corky Evans (Heritage CU), Diane Byford – by phone (East Kootenay Credit Union)

**Regrets:** Laureen Barker (Kootenay Carshare Co-op)

**Guests:** Sandi Kable, Deb Peebles, Fred Padowinikoff, & Vince Salvo from the Slocan Valley Co-op

**Others:** Andrew Jarrett (Secretary/Recorder)

Item	Discussion	Outcome
1. Opening of Meeting & Introductions	At 1:05 p.m.	Opened by chair, Prudence
2. Review of Agenda	No Additions Noted that Laureen sent some notes with Zoe to add comments re agenda items	<b>M/S/C</b> That the agenda be accepted as distributed
3. Generative Ideas	Prudence made a brief presentation (handout provided) on Housing Co-ops <ul style="list-style-type: none"> <li>Participants asked questions and added their own experiences</li> <li>Co-op Housing Federation of BC has strengths and structures UCCC may wish to emulate</li> </ul>	No-one assigned for next Generative Ideas discussion
4. Review of Action Items from Previous 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</b> to add sign-up widget for newsletter button to web-site,</li> <li>i) <b>Zoe</b> to show at least one board member how to update website</li> </ul>	<ul style="list-style-type: none"> <li>a) Moved to "mid-burner"</li> <li>b) Tied to "a)"</li> <li>c) Someone else (Diane?) to pick this up</li> <li>d) Andrew will distribute format with draft minutes</li> <li>e) Did not happen → topic for future newsletter</li> <li>f) Not done; see Coordinator's report</li> <li>g) In progress</li> <li>h) Zoe working out how best to do this</li> <li>i) Not yet done; Catherine volunteered</li> </ul>

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5. Review of November minutes	No corrections	<b>M/S/C</b> to approve minutes of November 18, 2014
6. Coordinator's Report	<ul style="list-style-type: none"> <li>Finances in good shape due to underspending on Coordinator (Zoe away for most of autumn)</li> <li>Newsletter format ready</li> <li>Zoe reviewed the history of our Co-op development work (Co-ops 101 presentations, work with Community Futures Basin Business Advisors, etc.)</li> <li>Doing some upcoming sessions in Cranbrook and Golden for Kootenay Aboriginal Business Development Agency (KABDA)</li> <li>Zoe has connected with Kelvin Saldern of CBT; determined that upcoming KABDA "tour" may provide more re demonstrated benefit.</li> <li>Continuing to work with Food Hub group, which is in the process of securing funds for business plan development</li> <li>Looking for someone to attend presentation in Kelowna on February 19<sup>th</sup> re Opportunity Development Co-ops.</li> <li>Cynthia Olivas, retired Kootenay Bakery Co-op founder/member indicated that she will include a bequest to UCCC in her will</li> <li>BC EcoSeeds a developing co-op</li> </ul>	<ul style="list-style-type: none"> <li>Financial report will be resent once corrections have been made</li> <li>Jocelyn will prepare a profile on Kootenay Country Store Co-op for next newsletter</li> <li>Zoe to maintain close contact with Kelvin to look for opportunities</li> <li>Corky indicated that he may be able to attend Kelowna session</li> <li>Jocelyn will write a thank-you to Cynthia on behalf of the Board</li> <li>Zoë will invite BC EcoSeeds Co-op to attend a future meeting</li> </ul>
7. BCCA Director's Report	<ul style="list-style-type: none"> <li>BCCA re-energized under Carol Murray's leadership and efforts of youthful staff group</li> </ul>	

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8. Current priorities	<p>a) BCCA Dues</p> <ul style="list-style-type: none"> <li>New proposed dues structure shared with group</li> <li>Recognized that current draft addresses challenges for small rural co-ops</li> <li>Will result in about \$1200 increase in revenue for UCCC, assuming all members continue</li> <li>Underlines need to continue to ensure and communicate benefits to members</li> <li>Need to improve/refine communication from BCCA, including filtering out some info (e.g. events in Lower Mainland not accessible to UCCC members) and getting more information about BCCA programs and accomplishments</li> </ul> <p>b) New Board Member</p> <ul style="list-style-type: none"> <li>Diane Byford has been nominated as UCCC director by East Kootenay Credit Union</li> </ul> <p>c) Signing Authorities</p> <ul style="list-style-type: none"> <li>In process</li> </ul> <p>d) PR/ Newsletter/ Website</p> <ul style="list-style-type: none"> <li>See above: 4h, 4i, and bullets in minutes re Coordinator's Report</li> </ul> <p>e) Strategic Plan Review</p> <ul style="list-style-type: none"> <li>Notes from last meeting to be integrated into revised strategic plan</li> </ul> <p>f) Review Mission/ Visions</p> <ul style="list-style-type: none"> <li>Sub-group meeting February 3<sup>rd</sup> to redraft</li> </ul> <p>g) Board Calendar Update</p> <ul style="list-style-type: none"> <li>Reviewed draft; feedback to Andrew</li> <li>Noted that Coordinator evaluation upcoming for February</li> </ul> <p>h) Co-op Economic Impact</p>	<p>a) <b>M/S/C</b> that the UCCC Board approve dues restructuring presented in the document titled "Member Dues/Shares Restructuring Proposal"</p> <ul style="list-style-type: none"> <li><b>Zoe</b> to encourage and support BCCA to increase their profile and promote their value to members and the public</li> </ul> <p>b) <b>M/S/C</b> that Diane Byford be appointed to the Board, representing the East Kootenay Credit Union</p> <p>c) <b>Laureen, Catherine, and Prudence</b> to complete signing authority documents</p> <p>d) <b>Actions already listed above</b></p> <p>e) <b>Laureen, Zoe and Andrew</b> to integrate notes into revised strategic plan</p> <p>f) <b>Prudence, Jocelyn, &amp; Zoe</b> to draft revisions</p> <p>g) <b>Andrew to remind Catherine</b>, who will arrange performance review session with <b>Laureen</b></p> <p>h) <b>Catherine and Zoe</b> to complete</p>
9. Questions from Guests	<ul style="list-style-type: none"> <li>Many questions answered by meeting content</li> <li>Also asked questions about the Co-op breakfasts, Co-op events, board participation, and whether members get Board minutes</li> <li>Noted value of promotion of Co-ops and between co-ops</li> </ul>	<p>Guests reported they will likely recommend joining UCCC</p>

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10. Action Items for Next Meeting	<ul style="list-style-type: none"> <li>a) <b>Andrew and Zoë</b> to address training strategy, including potential support from members credit unions</li> <li>b) <b>Andrew</b> will distribute reporting format with draft minutes</li> <li>c) <b>Zoe</b> to keep in touch with CBT community liaison</li> <li>d) <b>Zoe</b> will add “sign-up” widget to web-site and teach Catherine how to update web-site</li> <li>e) <b>Zoe</b> will send out finance report when corrected</li> <li>f) <b>Jocelyn</b> will prepare a profile on Kootenay Country Store Co-op for next newsletter</li> <li>g) <b>Corky</b> indicated that he may be able to attend Kelowna session – will confirm with Zoe</li> <li>h) <b>Jocelyn</b> will write a thank-you to Cynthia on behalf of the Board</li> <li>i) <b>Laureen, Catherine, and Prudence</b> to complete signing authority documents</li> <li>j) <b>Laureen, Zoe and Andrew</b> to integrate notes into revised strategic plan</li> <li>k) <b>Prudence, Jocelyn, &amp; Zoe</b> to draft revisions to Mission and Vision</li> <li>l) <b>Andrew to remind Catherine</b>, who will arrange performance review session with Laureen</li> <li>m) <b>Catherine and Zoe</b> to complete Economic Impact review</li> <li>n) <b>Zoë</b> will invite BC EcoSeeds Co-op to attend a future meeting</li> </ul>	<b>Review next meeting</b>
11. Forward Planning	<b>Future Agenda Items:</b> <ul style="list-style-type: none"> <li>• Generative ideas</li> <li>• Strategic Plan follow-up (Laureen)</li> <li>• Financial Review (Prudence/Zoe)</li> <li>• Update of Board calendar (Andrew)</li> </ul>	
12. Adjourn	Meeting adjourned at 3:30 pm	

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