

UCCC Board Meeting Minutes

Wednesday, April 8, 2015 at Kootenay Boundary Community Services Co-operative

Present were:

Directors: Laureen Barker (Kootenay Carshare Co-op), Catherine Fisher (Kootenay Co-op Radio), Diane Byford (East Kootenay Credit Union), Jocelyn Carver (Kootenay Country Store Co-op)

Regrets: Prudence-Elise Breton (Kootenay Boundary Community Services Co-op), Corky Evans (Heritage CU),

Others: Andrew Jarrett (Secretary/Recorder)

Item	Discussion	Outcome
1. Opening of Meeting & Introductions	At 1:05 p.m.	Opened by chair, Catherine
2. Review of Agenda	No Additions	M/S/C That the agenda be accepted as distributed & amended
3. Introduction of new Director	<ul style="list-style-type: none"> Diane Byford has been on the phone for past meetings but this was her first time attending in person. Diane indicated that she was interested in what her co-op could do to support co-op development in the East Kootenay 	Directors have a face to put to the voice.
4. Review of Action Items from Previous Meeting	<p>a) Andrew and Zoë to address training strategy, including potential support from members credit unions</p> <p>b) Zoe will check with Jocelyn to determine whether or not she has written a thank-you to Cynthia on behalf of the Board</p> <p>c) Laureen, Catherine, and Prudence to complete signing authority documents</p> <p>d) Laureen, Zoe and Andrew to integrate notes into revised strategic plan</p> <p>e) Zoe to develop presentation for CBT Community Liaison staff, integrate Economic Impact review into presentation, and get feedback at April 8th Board meeting</p> <p>f) Zoë will invite BC EcoSeeds Co-op to attend a future meeting</p> <p>g) Zoe and Prudence will meet to discuss budget questions and bring final to April meeting</p> <p>h) Laureen, Andrew, & Zoe will meet to draft strategic objectives for the year.</p> <p>i) Laureen and Catherine will meet with Zoe to review Coordinator performance</p> <p>j) Andrew to redistribute Conflict policy</p>	<p>a) Andrew & Zoe to draft something in April for Board consideration</p> <p>b) Done; still needs to be delivered</p> <p>c) Done</p> <p>d) Circulated draft; see Current Priorities</p> <p>e) To be discussed in Current Priorities</p> <p>f) Done; no date yet</p> <p>g) Done</p> <p>h) To do in April</p> <p>i) In process</p> <p>j) Done</p>

UCCC Board Meeting Minutes

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	k) Andrew to draft decision-making and minutes approval policies l) Zoe to organize speakers and venue for AGM m) Board members to recruit replacements	k) Will do l) Done; on agenda m) In process
5. Review of March minutes	No corrections	M/S/C to approve minutes of March 8, 2015 as distributed
6. Current priorities	a) Signing Authorities- update <ul style="list-style-type: none"> Was completed with Laureen's intervention b) Draft 2015-16 Budget <ul style="list-style-type: none"> Zoe went through the budget to explain items Possibility of BCCA funding for worker co-op development Suggestions of renaming a couple of columns: Co-op Development to become Co-op Education; Advisory Services to become Development Advisory Services c) AGM Planning <ul style="list-style-type: none"> Zoe checked with BCCA; Carol suggested Kevin & Carol re Community Investment Co-ops → they will pay their own expenses Booked Community First Co-op for May 25th, 5:00 to 7:30 Program similar to last year: Business → Keynote → Munch & Mingle → President's report → Member remarks → Closing Report Jocelyn and Zoe will organize food d) Board Recruitment <ul style="list-style-type: none"> Maybe need nomination committee Terms of Reference (start process in Feb/Mar) Zoe and Jocelyn will meet to draft process/package Catherine willing to run again Jocelyn found a replacement Laureen finding a replacement Diane willing to run Prudence not likely to be able to continue her second year Corky still has a year to run e) Strategic Plan/ Operations Plan Review <ul style="list-style-type: none"> Need to meet soon to determine realistic objectives given Coordinator time available Zoe will work on an initial draft; Andrew & Laureen to provide feedback Priority on demonstrating value 	a) Done; Laureen ,Catherine and Prudence now signing authorities b) M/S/C to accept the final budget c) Zoe will <ul style="list-style-type: none"> distribute heads-up re AGM date along with Salmon Arm conference date finalize AGM agenda and distribute in advance d) Zoe and Jocelyn will develop recruitment package e) Zoe will initiate and report back by next meeting

UCCC Board Meeting Minutes

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	<p>f) Coordinator Evaluation/ Contract</p> <ul style="list-style-type: none"> In process Will report back in May <p>g) Policy Review/Approval</p> <ul style="list-style-type: none"> Conflict of Interest as amended in Guideline #3; that is, to read: Based on the disclosure, the Board, <i>with the exception of the director in question</i>, will rule on whether or not it considers a conflict to exist and/or to what extent it affects the director's participation in <i>discussion and/or</i> decision-making. Employment Practices reviewed and determine okay as is Andrew will distribute Approved Policies <p>h) Salmon Arm Conference</p> <ul style="list-style-type: none"> Question of who should be supported to go. Zoe concerned about cost in her hours Proposed Prudence <p>i) CBT Presentation</p> <ul style="list-style-type: none"> Feedback from Kelvin Saldern (southwest Community Liaison) that later time would work better Zoe to keep in touch and confirm rescheduled date <p>j) Newsletter Feedback</p> <ul style="list-style-type: none"> Not all directors received them (they come through MailChimp); Laureen found hers in her Spam Catherine will relook 	<p>f) Laureen & Catherine will report next meeting</p> <p>g) M/S/C Conflict/Duality of Interest approved as amended M/S/C Employment Practices Policy approved as presented</p> <p>h) Offer support to Prudence</p> <p>i) Zoe will keep in touch and schedule meeting</p> <p>j) Zoe and Catherine to review distribution method</p>
7. Action Items for Next Meeting	<p>a) Andrew and Zoë to address training strategy, including potential support from members credit unions</p> <p>b) Jocelyn will ensure delivery of written thank-you to Cynthia on behalf of the Board</p> <p>c) Zoe will draft some initiatives based on her available time and send draft to Andrew and Laureen for review and subsequent inclusion in revised strategic plan.</p> <p>d) Zoe to remain in periodic contact with Kelvin Saldern from CBT with a view to making a presentation for CBT Community Liaison staff before the end of June.</p> <p>e) Laureen and Catherine will meet with Zoe to complete Coordinator performance review</p> <p>f) Policy Committee to draft decision-making and minutes approval policies, and nomination policy and Terms of Reference</p>	Review next meeting

UCCC Board Meeting Minutes

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	g) Board members to recruit replacements h) Zoe will distribute heads-up re AGM date along with Salmon Arm conference date i) Zoe will finalize AGM agenda and distribute in advance j) Zoe and Jocelyn will develop board recruitment package k) Zoe to determine representation to Salmon Arm conference l) Zoe and Catherine to report back on newsletter distribution	
8. Forward Planning	Next meeting TBA by poll Future Agenda Items: <ul style="list-style-type: none"> • Generative idea: ? • Strategic plan update • CBT meeting update • Policies: nominations • AGM final planning 	Develop agenda
9. Adjourn	Meeting adjourned at 2:50 pm	