

UCCC Board Meeting Minutes

Tuesday, May 12, 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), Prudence-Elise Breton (Kootenay Boundary Community Services Co-op), Corky Evans (Heritage CU),

Regrets: Jocelyn Carver (Kootenay Country Store Co-op)

Others: Zoe Creighton (Coordinator); Andrew Jarrett (Secretary/Recorder)

Item	Discussion	Outcome
1. Opening of Meeting & Introductions	At 1:05 p.m.	Opened by chair, Corky
2. Review of Agenda	No Additions	M/S/C That the agenda be accepted as distributed
3. Review of Action Items from Previous Meeting	<ul style="list-style-type: none"> a) Andrew and Zoë to address training strategy, including potential support from members credit unions b) Jocelyn will ensure delivery of written thank-you to Cynthia on behalf of the Board 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. 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. e) Laureen and Catherine will meet with Zoe to complete Coordinator performance review f) Policy Committee to draft decision-making and minutes approval policies, and nomination policy and Terms of Reference 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 	<ul style="list-style-type: none"> a) Zoe addressed training in her operational plan; needs fleshing out b) Zoe will check with Jocelyn to see if it has been delivered c) Done; see operational plan d) Yes; has done e) Have met, but still not completed f) Done; distributed g) In process h) Done i) Done j) Done k) No-one available l) In process

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4. Review of April minutes	No corrections	M/S/C to approve minutes of April 8, 2015 as distributed
5. Coordinator's Report	<p>a) Promotions & Outreach</p> <ul style="list-style-type: none"> New annual report to be discussed later in meeting Looking for potential interviewees for Vancouver Co-op Radio On Groundswell Advisory Team to promote development of worker co-ops <p>b) Projects</p> <ul style="list-style-type: none"> Doing business plan with Food Producers Co-op Currently working on commitment from potential members Permaculture Co-op interested in work on governance before embarking on new venture Supporting Grand Forks group interested in running GEM cinema Connected to Blue Mule café, which may be interested in forming co-op <p>c) Council Development</p> <ul style="list-style-type: none"> Food Producers Co-op intending to join <p>d) Policies</p> <ul style="list-style-type: none"> See "j)" in Current Priorities <p>e) Member Development</p> <ul style="list-style-type: none"> Maybe sponsor application from Kootenay Commons to Federated for green space development within the project Discussion of pros and cons; concern re "competition" with Slocan Park Co-op. Suggestion that they be called to determine Slocan Park Co-op position <p>f) BCCA Report</p> <ul style="list-style-type: none"> Promoting Building Better Boards 	<p>a) Zoe to sit on Advisory Board of local Groundswell initiative</p> <p>b) Projects and development continue</p> <p>c) Zoe will keep us apprised</p> <p>d) Policy committee has drafted several for review</p> <p>e) M/S/C that UCCC will sponsor an application by Kootenay Country Store Co-op to FCL for green space development subject to 5% administration for UCCC and favorable response from Slocan Park Co-op</p> <p>Zoe will follow up with Russell Precious</p> <p>f) Members encouraged to sign up for webinars</p> <p>g) M/S/C that Coordinator's report be accepted as presented</p>
6. Current Priorities	<p>a) 2014-2015 Annual Report- "Report to Members"</p> <ul style="list-style-type: none"> Was reviewed; Zoe collected feedback and will update <p>b) Draft Operations Plan</p> <ul style="list-style-type: none"> Presented; includes shaded areas that are beyond available hours Received and will be monitored in subsequent meetings <p>c) AGM Planning</p> <ul style="list-style-type: none"> Zoe needs help for set-up Asked for feedback for speakers Will give speakers another 5-10 minutes 	<p>a) Zoe to update based on feedback</p> <p>b) Monitor in subsequent meetings</p> <p>c) Zoe will follow up with AGM speakers</p>

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	<p>d) Board recruitment/update</p> <ul style="list-style-type: none"> • Need to confirm board terms • Corky one more year • Laureen will stand for NDCU • Catherine will stand for KCR • Maybe Andrew for the Kootenay Country Store Co-op • Interest from other Co-ops but maybe not this year <p>e) Pre-AGM session</p> <ul style="list-style-type: none"> • Ask Carol and Kevin for a lunch talk on governance <p>f) 2014-15 Financial Statements</p> <ul style="list-style-type: none"> • Questions of negative account balance and payables <p>g) New Pamphlet</p> <ul style="list-style-type: none"> • Current one is outdated; have report card. <p>h) Co-op before Breakfast</p> <ul style="list-style-type: none"> • Suggestion that one be scheduled after AGM to begin Co-op Week planning • Monday in June <p>i) Coordinator Evaluation/Contract</p> <ul style="list-style-type: none"> • To be completed <p>j) Policies Review/Approval</p> <ul style="list-style-type: none"> • Policy Committee presented 3 policies and a Terms of Reference for the Nominations Committee • Suggested that Nominations Terms of Reference be further developed as a Terms of Reference for a Board Development Committee; role would include board orientation and education <p>k) Salmon Arm Conference</p> <ul style="list-style-type: none"> • No further availability <p>l) CBT Presentation</p> <ul style="list-style-type: none"> • Zoe in touch with Kelvin; working on a day <p>m) UCCC / Producers' Co-op business planning contract</p> <p>Needs to be amended before signed.</p> <p>n) Motion to sponsor</p> <ul style="list-style-type: none"> • See item "e)" in Coordinator's report 	<p>d) NA</p> <p>e) Zoe will follow up with Kevin and Carol</p> <p>f) Prudence & Zoe to get final clarification re numbers</p> <p>g) No new pamphlet</p> <p>h) Catherine will schedule co-operation before Breakfast after AGM</p> <p>i) Catherine and Laureen will complete performance review with Zoe</p> <p>j) M/S/C that the following policies be approved:</p> <ul style="list-style-type: none"> • A-2-f Decision-making • A-2-g Approval of Minutes • A-3-b Nomination to the Board <p>Policy Committee to update Nominations Terms of Reference</p> <p>k) Corky to report back to Board on Salmon Arm Rural development conference</p> <p>l) Zoe to keep Board informed</p> <p>m) Zoe will amend, then seek signatures</p> <p>n) NA</p>

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7. Action Items for Next Meeting	<p>a) Andrew and Zoë to flesh out training strategy, including potential support from members credit unions</p> <p>b) Zoe and/or Jocelyn to confirm delivery of thank you card to Cynthia</p> <p>c) Laureen and Catherine to complete performance review and contract renewal with Zoe</p> <p>d) Catherine and Zoe to address glitches in newsletter distribution</p> <p>e) Zoe to follow up with Russell Precious re application for green space grant to Federated Co-ops</p> <p>f) Zoe to update Annual Report based on feedback from directors</p> <p>g) Zoe to follow up with Carole Murray and Kevin Harding to arrange a lunch presentation.</p> <p>h) Prudence & Zoe to clarify financial report numbers</p> <p>i) Catherine to schedule Co-operation before Breakfast</p> <p>j) Policy Committee to revise Nominations Terms of Reference to become Board Development Committee Terms of Reference</p> <p>k) Corky to report back to Board on Salmon Arm Rural development conference</p>	Review next meeting
8. Forward Planning	<p>Next meeting in June TBA by poll</p> <p>Future Agenda Items:</p> <ul style="list-style-type: none"> • Generative idea: ? • Progress on operational plan • CBT meeting update • Policies: Board Development Terms of Reference • Orientation for new Board 	Develop agenda
9. Adjourn	Meeting adjourned at 3:00 pm	