

UCCC Board Meeting Minutes

Tuesday, October 24, 2017 at Kootenay Boundary Community Services Co-operative

Present were:

Directors: Laureen Barker (Nelson & District Credit Union); Diane Byford (East Kootenay Credit Union, by phone), Janice Murphy (Kootenay Boundary Community Services Co-op) Secretary; Rob Macrae (Heritage CU, by phone); Catherine Fisher (Kootenay Co-op Radio); Aron Burke (Kootenay Savings CU) Chair.

Others: Zoe Creighton (Coordinator); David Reid (Kootenay Country Store Co-op); Pegasis McGauley (Community First Health Co-op)

Item	Discussion	Outcome
1. Opening of Meeting & Introductions	At 1:08 p.m.	Opened by Chair
2. Review of Agenda	Added: 6. i) new education opportunity; 6. j) new film on co-ops; 6 k) MOU with BC Co-op Association;	M/S/C That the agenda be accepted as amended
3. Review of Sept 12, 2017 minutes		M/S/C to approve minutes of Sept 12, 2017
4. Review of Action Items from September 12, 2017 Meeting	<p>Director Actions:</p> <ul style="list-style-type: none"> a) Directors are asked to report out (re UCCC business) to their respective Boards; Diane will create summary for reporting out. b) Diane will complete contract expectations document c) Robert will see if Hunt & Peck can speak during Co-op week in 2018 (3rd week). d) Directors are asked to “like” UCCC’s Facebook page. Laureen has done this. Please send information about your organization to UCCC Facebook page or to Cathy by email. <p>Joint Director & Coordinator Actions:</p> <ul style="list-style-type: none"> a) Co-op Week Task Force: Aron, Robert and Zoe completed work. b) Committee appointments (see below) c) Annual review of policies (see below) 	<p>Director Actions:</p> <ul style="list-style-type: none"> a) Continuing b) In progress c) In progress d) In progress <p>Joint Director & Coordinator Actions:</p> <ul style="list-style-type: none"> a) Completed b) See below c) See below d) See below

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	<p>d) Invoicing members (see below)</p> <p>Coordinator Actions:</p> <p>a) Bi-annual communication email update plan cancelled.</p> <p>b) Economic Impact Study still in progress.</p>	<p>Coordinator Actions:</p> <p>a) Cancelled</p> <p>b) In progress</p>
5. Coordinator's Report/BCCA Report	<p>See Coordinator's report, dated October 17, 2017</p> <p>Notes on Coordinators Progress Report –</p> <p>a) Press: Zoë commented on her Valley Voice article was and asked to forward this to the Board and to also circulate any future articles</p> <p>b) SMU Executive Co-op Education. <i>Tentatively</i> Scheduled for May 16-18, immediately following our AGM on May 15. Likely need minimum of 12 to 15 registrants. Zoe will look for financial support to underwrite costs. Mark your calendars and spread the word about the course.</p> <p>c) Provincial Impact Investment Coalition. Zoe will be supporting CDCIC to replicate their model in 2 other southern interior communities with co-op organizational development.</p> <p>d) U Sask Co-op Governance Course – several folks from our area are registered.</p> <p>e) Member Development: LINKS Housing Co-op has rejoined; Kettle Valley is meeting tonight and will vote on joining UCCC again. Work continues reconnecting with past members.</p> <p>f) Co-ops in Schools Program: Aron has connected with Katherine at BCCA about the program.</p>	<p>M/S/C That Coordinator Report be accepted</p>
6. Current Priorities	<p>6. Current Priorities:</p> <p>a) <i>Appointment of New Director from KCSC</i></p> <p>b) <i>Committee appointments</i></p> <p>Directors to review committees and identify which committees they want to be on for discussion at next meeting.</p> <ul style="list-style-type: none"> • Co-op week ad hoc committee: Aron, Robert, Zoë; • Policy Committee: Laureen, Andrew, Pegasis & Zoë (Zoë will convene first meeting) • Finance Committee: Robert, Zoë & Bookkeeper (will convene before ended of next quarter) • Communications Committee: Zoë, Catherine, Aron and David (David will convene first meeting) 	<p>Joint Director & Coordinator Actions:</p> <p>a) Motion: to appoint David Reid as New Director from KCSC until AGM 2018. M/S/C</p> <p>b) Motion: committee membership accepted. M/S/C</p> <p>c) Finance report for the 2nd quarter received.</p> <p>d) Motion: Zoe to renegotiate</p>

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	<ul style="list-style-type: none"> • HR Committee: Diane (will convene first meeting) and Laureen • Governance Committee: Zoë, Janice and Robert (Robert will convene first meeting) • Action: each committee asked to meet once before the November 28, 2017 and to review their Terms of Reference at their first meeting <p>c) <i>Financial Report</i> for the 2nd quarter received and reviewed. Actions: Finance Committee to meet before end of the next quarter. Zoë to send David Balance Sheet.</p> <p>d) <i>Review Member Invoicing System:</i> BCCA will batch send invoices to Zoë who will in turn send the invoices out to UCCC members. This action will require an amendment of the MOU because we are asking to retain an additional 5% (\$790) of our revenue dues to cover the costs of Zoë looking after invoicing. This amount of funding will cover 20 hours at \$30/hour (\$600) for Zoe to do this work. Action: Zoe to ask BCCA to revise the MOU for presentation at the next UCCC Board meeting and this MOU would be effective fiscal year 2017/18</p> <p>e) <i>Co-ops in Schools update</i> – covered in Coordinator’s report</p> <p>f) <i>Coordinator Contract expectations:</i> Action: HR Committee will meet to review Coordinator Contract and expectations.</p> <p>g) <i>SMU Program Nelson May 15-18-</i> covered in Coordinator’s report</p> <p>h) <i>Policy Priorities for Fall from Annual Calendar:</i> Action: policy committee to follow up at next meeting.</p> <p>i) <i>New Education Opportunity:</i> Zoe shared information on free workshops/webinars provide by the Alberta Community & Co-op Association: Nov 9/17 Member Loyalty Programs; Nov 16/17 Craft Brewing; Nov 23/17 Local Investing & community Economic Development; Nov 30/17 Creating inclusive spaces and increasing market share.</p> <p>j) <i>New Film on Co-ops:</i> The Silent Transformation. Look at the link and website. Action: Zoe will screen the movie to see if it’s worth showing here.</p> <p>k) <i>MOU with BC Co-op Association</i> - see above</p>	<p>MOU with BCCA to increase our portion of shared member dues from 65% to 70% in exchange for managing invoices; \$600 of this 5% to be allocated to 20 hours per year for Zoe to do invoicing work. M/S/C</p> <p>e) n/a</p> <p>f) HR Committee to follow up</p> <p>g) n/a</p> <p>h) Policy Committee to follow up</p> <p>i) n/a</p> <p>j) pending</p> <p>k)</p>

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7. New Director Questions	a) Action: Zoe will send link to Google docs to new Directors. Laureen will be a resource to new directors. Robert and David are welcome to contact Laureen as needed.	
8. Meeting Schedule	<ul style="list-style-type: none"> Tuesday, November 28, 2017, 1-3 pm 	
Future Agenda Items	<ul style="list-style-type: none"> Committee Reports BCCA MOU update 	
9. Action Items for Next Meeting	<p>Director Actions:</p> <ul style="list-style-type: none"> a) Directors are asked to report out (re UCCC business) to their respective Boards b) Diane will complete contract expectations document c) Robert will follow up with: Michael Peck, North American Director Mondragon; and Steven Hunt, Western Director USW. d) Directors are asked to “like” UCCC’s Facebook page and to send information about your organization to UCCC Facebook page. e) Diane will create Board Meeting Communique to use for reporting out <p>Joint Director & Coordinator Actions:</p> <ul style="list-style-type: none"> f) Committee Meetings: Policy, Communications, HR and Governance Committees to meet prior to Nov 28/17 meeting. At first meeting, Directors to review terms of references for the committees. <ul style="list-style-type: none"> Policy Committee: Laureen, Andrew, Pegasus & Zoë (will convene first meeting) Communications Committee: Zoë, Catherine, Aron and David (will convene first meeting) HR Committee: Diane (will convene first meeting) and Laureen Governance Committee: Zoë, Janice and Robert (will convene first meeting) 	Pending

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	<ul style="list-style-type: none"> Finance Committee: Robert, Zoë & Bookkeeper (will convene before ended of next quarter) g) Policy Priorities for Fall from Annual Calendar: Policy committee to review policies. <p>Coordinator Actions:</p> <ul style="list-style-type: none"> h) Zoe to complete economic impact study i) Zoë to send David Balance Sheet. j) Zoe to send link to Google docs to David & Janice k) <i>Review Member Invoicing System:</i> Action: Zoe to ask BCCA to revise the MOU for presentation at the next UCCC Board meeting and this MOU would be effective fiscal year 2017/18 l) <i>Zoe to invite an agriculture co-op to present at our November UCCC meeting</i> 	
g) Recap	<p>See minutes and Coordinator's report.</p> <ul style="list-style-type: none"> • Co-op week was a success • Welcome to new member, David Reid, Kootenay Country Co-op Store • SMU Executive Co-op Education. Scheduled for May 16-18, immediately following our AGM on May 15. Likely need minimum of 12 to 15 registrants. Zoe will look for financial support to underwrite costs. Mark your calendars and spread the word about the course. • New Education Opportunity: Zoe shared information on free workshops/webinars provide by the Alberta Community & Co-op Association: Nov 9/17 Member Loyalty Programs; Nov 16/17 Craft Brewing; Nov 23/17 Local Investing & community Economic Development; Nov 30/17 Creating inclusive spaces and increasing market share. 	
h) Adjourn	Meeting adjourned at 3:01 p.m.	