

UCCC Board Meeting Minutes

Tuesday, November 28, 2017 at Kootenay Boundary Community Services Co-operative

Present were:

Directors: Lauren Barker (Nelson & District Credit Union); Diane Byford (East Kootenay Credit Union), Chair; Janice Murphy (Kootenay Boundary Community Services Co-op) Secretary; Aron Burke (Kootenay Savings CU); David Reid (Kootenay Country Store Co-op);

Others: Zoe Creighton (Coordinator); Pegasis McGauley (Community First Health Co-op); Kim Charlesworth (Kootenay Boundary Food Producers Co-op)

Regrets: Rob Macrae (Heritage CU); Catherine Fisher (Kootenay Co-op Radio)

Item	Discussion	Outcome
1. Opening of Meeting & Introductions	At 1:03 p.m.	Opened by Chair
2. Review of Agenda	Added: 6. c) i) Financial Statements signed	M/S/C That the agenda be accepted as amended
3. Review of Oct 24, 2017 minutes		M/S/C to approve minutes of October 24, 2017
4. Review of Action Items from October 24, 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 b) Rough draft of contract expectations document is being worked on by Diane & Lauren. 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 was thanked for the excellent Communique she prepared following the October meeting. Diane will continue creating 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 have met. See reports under section 6. Current Priorities. 	<p>Director Actions:</p> <ul style="list-style-type: none"> a) Continuing b) In progress c) In progress d) In progress e) Completed and continuing <p>Joint Director & Coordinator Actions:</p> <ul style="list-style-type: none"> f) See below g) See below <p>Coordinator Actions:</p> <ul style="list-style-type: none"> h) Cancelled

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	<p>g) Policy Priorities for Fall from Annual Calendar: Policy committee to review policies. See reports under section 6. Current Priorities.</p> <p>Coordinator Actions:</p> <p>h) Zoe delegated the complete economic impact study to Catherine</p> <p>i) Zoë to send David Balance Sheet.</p> <p>j) Zoe to send link to Google docs to David & Janice</p> <p>k) <i>Review Member Invoicing System:</i> - see Current priorities</p> <p>l) <i>Zoe to invite an agriculture co-op to present at our November UCCC meeting</i></p>	<p>i) Done</p> <p>j) Done</p> <p>k) See below</p> <p>l) Done</p>
5. Member Update & Questions	Kim Charlesworth, from KBFPC, shared information on the challenges and successes of her co-op. Currently searching for ongoing funding for operations coordinator.	
5. Coordinator's Report/BCCA Report	<p>See Coordinator's report, dated November 28, 2017</p> <p>Notes on Coordinators Progress Report –</p> <p>a) Promotions/Education/Outreach: Zoë to circulate UCCC Board meeting recap to UCCC members.</p> <p>b) SMU Executive Co-op Education Program The program is confirmed for Nelson May 15-17. It will be held in the UBC/WKTEP upstairs classroom. Class size range min 20 to max 50. There may be bursaries and Zoë is negotiating a discount for UCCC members (TBC). The base price is \$1,500. SMU is holding a webinar to discuss this and their other programs on December 6th, 9 AM PST</p> <p>c) U SASK Co-op Governance Course has been interesting with useful material. U Sask. is going to share the course material in PDF form, which can be shared with members and used for future co-op education activities.</p> <p>d) Rural Dividend Funding Application- Feasibility Study for Co-op Incubator Program – Zoe will submit application on behalf of UCCC.</p>	M/S/C That Coordinator Report be accepted
6. Current Priorities	<p>6. Current Priorities:</p> <p>a) Committee Reports</p> <p>i. Governance: Robert and Zoe met and Robert did an excellent job reviewing the Governance documents. Terms of Reference and work plan to be circulated for review at the next Board meeting</p> <p>ii. Communications: committee met; Terms of Reference and work plan to be circulated for review at the next Board meeting.</p>	<p>Joint Director & Coordinator Actions:</p> <p>a) i.) ii.) iii.) Committees to submit reports to Board, including ToR and Work Plans for discussion at next Board meeting.</p>

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	<ul style="list-style-type: none"> iii. Policy: committee met; Terms of Reference and work plan to be circulated for review at the next Board meeting. iv. HR Committee: WorkSafeBC premiums for contractors. b) SMU Program Nelson May 15-17/AGM Speaker The Course is running Tues, May 15th to Thur, May 17th – our AGM will be on the 15th and we will ask one of the SMU instructors to speak at our AGM. Zoe proposed that Sonja Novkovic Co-operative Management Education, Saint Mary's University c) Rural Dividend Application- Grant to include funding for co-ordinating hours, travel, administration. This work will fit in with Zoe current work schedule. d) Co-ops in Schools update e) Economic Impact Study Update – proceeding apace f) Strategic Planning 2017/18 – schedule an hour during our January meeting. Governance committee to prepare for the Board's discussion. g) Revised Member Invoicing Statement – MOU Tabled for discussion in the new year. h) Winter Co-op Film Screening. Discussed hosting film festival in West Kootenay (e.g., Trail), and East Kootenay (e.g., Fernie). Need to investigate costs, etc. Directors supported idea of hosting winter film festival in one or two communities. i) Holiday Gathering: discussed have a New Year's social following our January meeting and inviting past Board members and UCCC members 	<ul style="list-style-type: none"> iv). Motion: to approve the HR committee to apply to WorkSafeBC for coverage for Zoe. Accepted. M/S/C b) Motion: committee agreed Zoe to invite Sonja Novkovic to speak at our 2018 AGM. Accepted. M/S/C c) Motion: I move that the Upper Columbia Co-operative Council authorize the submission of an application to the BC Rural Dividend Program for the UCCC Incubator Feasibility Study and that the Board/Council support this project through its duration. Forwarded by: David Reid, Seconded by: Aron Burke Date moved: February 28, 2017. Accepted - M/S/C d) Completed e) Catherine to email update f) Board to schedule extra hour to January meeting for strategic planning. g) MOU tabled for discussion in the new year. h) Zoe to investigate feasibility of obtaining films for screening and if feasible, draft proposal for film series for consideration at January meeting. i) Zoe to Doodle poll Board for best time/date for January meeting & social

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7. New Director Questions	a) none	
8. Meeting Schedule	<ul style="list-style-type: none"> • TBC – Zoe to send Doodle Poll; an extra hour will be needed for January meeting for strategic planning. 	See above 6 i) re: Zoe to send Doodle poll
Future Agenda Items	<ul style="list-style-type: none"> • Committee Reports including Work Plans and Terms of Reference • BCCA MOU update • Strategic Plan 	
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) Rough draft of contract expectations document is being worked on by Diane, Laureen. 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 f) HR Committee to apply to WorkSafeBC for coverage for Zoe. <p>Joint Director & Coordinator Actions:</p> <ul style="list-style-type: none"> g) Committee Meetings: Policy, Communications, HR and Governance Committees to send their respective committee Terms of Reference and Work Plan to Board members in advance of January meeting. <ul style="list-style-type: none"> • Policy Committee: Laureen, Andrew, Pegasus & Zoë • Communications Committee: Zoë, Catherine, Aron and David • HR Committee: Diane and Laureen • Governance Committee: Zoë, Janice and Robert • Finance Committee: Robert, Zoë & Bookkeeper (will convene before ended of next quarter) h) Policy Priorities for Fall from Annual Calendar: Policy committee to review policies. 	Pending

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	<p>i) Strategic Plan: Governance committee to meet prior to January board meeting to review current strategic plan and to make recommendations for edits/updates.</p> <p>j) January New Year Social: Zoe to circulate Doodle poll for best date for January social; Directors to participate in poll.</p> <p>Coordinator Actions:</p> <p>b) SMU Program - UCCC 2018 AGM Speaker Zoe to ask Sonja Novkovic Co-operative Management Education, Saint Mary's University, if she would speak at our AGM, May 15, 2018.</p> <p>k) BC Rural Dividend Program: Zoe to prepare and submit an application to the BC Rural Dividend Program for the UCCC Incubator Feasibility Study</p> <p>l) Co-op Winter Film Festival: Zoe to investigate feasibility, and if feasible, draft proposal for film screening(s) for consideration at January meeting.</p> <p>m) Revised Member Invoicing Statement Action: Zoe to present revised MOU to the UCCC Board in the new year (by March 31/18).</p>	
g) Recap	See minutes and Coordinator's report.	
h) Adjourn	Meeting adjourned at 3:00 p.m.	