

## UCCC Board Meeting Minutes

**Tuesday, February 4, 2014 at Kootenay Boundary Community Services Co-operative**

**Present were:**

**Directors:** Corky Evans (Heritage CU), Keitha Patton (Links Housing Co-op), Prudence-Elise Breton (Kootenay Boundary Community Services Co-op), Jocelyn Carver (Kootenay Country Store Co-op), Cindy Corrigan – by phone (East Kootenay Credit Union)

**Regrets:** Aron Burke (Kootenay Savings CU), Laureen (Kootenay Carshare Co-op), Catherine (Kootenay Co-op Radio)

**Others:** Zoe Creighton (Coordinator, BCCA Director), Andrew Jarrett (Treasurer), Terry Brennan (Web-site developer)

Item	Discussion	Outcome
1. Opening of Meeting	At 3:05 p.m.	Opened by chair, Jocelyn Carter
2. Review of Agenda	Additions: <ul style="list-style-type: none"> <li>• Review of Co-ops 101</li> <li>• Orientation (Item 6a in agenda) to be postponed</li> <li>• Politician in town = opportunity</li> </ul>	Noted Revisions M/S/C
3. Review of Previous Minutes/ Action items	<p>a) <b>Aron and Zoë</b> re presentations to member boards → future agenda</p> <p>b) <b>Corky</b> has not yet approached Woodland Housing Co-op</p> <p>c) <b>Zoë</b> will request training support from our member CUs</p> <p>d) <b>Andrew and Zoë</b> will address training strategy once business strategy has been finalized</p> <p>e) <b>Andrew</b> and Laureen have 2 draft policies to present</p> <p>f) <b>Jocelyn</b> has worked on orientation and will connect with new Board members.</p> <p>g) <b>Catherine and Zoë</b> have put grant-seeking strategies on back burner</p> <p>h) <b>Zoë</b> sent the revised project and operations budget to <b>Andrew</b> and it has been distributed to Board.</p> <p>i) Corky reported on the meeting of Credit Union reps, which took place in November. Main ideas are in notes circulated at meeting. Suggestions included:</p> <ul style="list-style-type: none"> <li>• Whatever we propose needs to add value for Credit Unions</li> <li>• We should report to them our progress (e.g. work with partnerships – BBA and BCCA)</li> <li>• Report on what we proposed we were going to do last time we spoke to them</li> <li>• Peer Group executive meeting is this coming Thursday (Feb 6); Cindy will ensure that it gets on the agenda</li> </ul>	<p>M/S/C that previous minutes have been approved</p> <p>Follow-up items added to Action items for next meeting</p>

## UCCC Board Meeting Minutes

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	<ul style="list-style-type: none"> <li>• Priority on reporting on our outreach efforts</li> </ul> <p>j) Presentation ideas for the March 28 Peer Group meeting included above            k) Business Committee met January 16<sup>th</sup>. See Current Priorities (b)            l) <b>Zoë</b> polled directors for February meeting date.</p>	
4. Action Items for Next Meeting	<p>a) <b>Aron and Zoë</b> re presentations to member boards → future agenda            b) <b>Corky</b> to approach Woodland Housing Co-op            c) <b>Zoë</b> will request training support from our member CUs            d) <b>Andrew and Zoë</b> will address training strategy in future            e) <b>Jocelyn</b> to follow up with new directors re orientation            f) <b>Cindy</b> to confirm that UCCC on Peer Group meeting agenda            g) <b>Zoë &amp; Corky</b> will report on presentation at March 28 Peer Group meeting.            h) <b>Andrew &amp; Zoe</b> will distribute a draft budget in March            i) <b>Andrew</b> will update “Employment Practices” policy and bring back for approval            j) <b>Zoe</b> will draft PR presentation; <b>Aron</b> will contribute graphics            k) <b>Zoë</b> will poll directors for AGM date.</p>	<b>Bring forward at next meeting</b>
5. Website Unveiling	Terry Brennan showed us the updated web-site, which is not yet on-line but almost ready. To view, see <a href="http://uccc.kics.bc.ca">uccc.kics.bc.ca</a>	Send feedback to Terry and copy Zoe.
6. Coordinator's report / BCCA Report	<p>a) Finances</p> <ul style="list-style-type: none"> <li>• In good shape</li> <li>• Zoe requesting feedback re unspent project funds</li> </ul> <p>b) Promotions &amp; outreach</p> <ul style="list-style-type: none"> <li>• In report plus other discussions</li> </ul> <p>c) Projects</p> <ul style="list-style-type: none"> <li>• Recent East Kootenay tour included 82 participants: 26 in Kimberley; 11 in Fernie, 9 in Invermere, and 36 in Golden</li> <li>• Participant motivations: Community revitalization in Kimberley; artisans, child care, &amp; radio in Fernie; people looking at Co-op model in Invermere (incl. Chamber of Commerce); food security and health &amp; wellness in Golden</li> </ul> <p>d) Project Budget Earned Revenue</p> <ul style="list-style-type: none"> <li>• Zoe requested permission to spend about \$2,000 in earned revenue from the BBA partnership project. Her proposal included a contribution to her professional development.</li> </ul>	<p>a) Zoe and Andrew will distribute a draft budget in March            b) Information            c) Update            d) M/S/C that Zoe be granted a total of \$1,000 toward her Co-op Zone training as a co-op developer, \$600 of which would be granted without restriction; the remaining \$400 as a forgivable loan, with \$200 being forgiven at the end of fiscal 2014-2015 and the final \$200 being forgiven at the end of fiscal 2015-2016 if Zoe remains in her current or a similar position with the UCCC. If Zoe were to leave her</p>

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	<ul style="list-style-type: none"> <li>While the Board was in general agreement with this notion, it was noted that the skills &amp; knowledge acquired would be of benefit to Zoe beyond the boundaries of her current position; hence it was proposed that the Council would make an outright contribution plus additional contributions subject to her continued employment with the UCCC</li> </ul>	position at any time before March 31, 2016, the remaining balance would be owing to UCCC on a pro-rated basis.
7. Generative Ideas	Prudence indicated that she would take this on for the next meeting	
8. Current Priorities	<ul style="list-style-type: none"> <li>a) Orientation for new Board members               <ul style="list-style-type: none"> <li>Deferred</li> </ul> </li> <li>b) Business Plan               <ul style="list-style-type: none"> <li>Andrew outlined progress to date.</li> <li>Complication is working with partners; both BCCA and Basin Business Advisors (BBA)</li> <li>The committee (Laureen, Jocelyn, Andrew, &amp; Zoe) has developed a draft, which still requires some reworking and streamlining.</li> </ul> </li> <li>c) Mission/Vision               <ul style="list-style-type: none"> <li>Deferred</li> </ul> </li> <li>d) Policy               <ul style="list-style-type: none"> <li>Andrew presented two draft policies on behalf of the committee (Andrew &amp; Laureen) E-1-d “Terms of Employment” and E-1-e “Employment Practices”</li> <li>E-1-e requires some changes to ensure clarity about the relevance to a contractor.</li> </ul> </li> <li>e) PR Committee               <ul style="list-style-type: none"> <li>Input to presentation includes notes from (what?) meeting, some talking points, What is a co-op; testimonials</li> </ul> </li> <li>f) Reporting back to members</li> <li>g) AGM               <ul style="list-style-type: none"> <li>Date to be chosen (around mid-May)</li> <li>Suggested speakers: Bill Bennett &amp; Bob Williams re future of co-ops; Mike Farnworth (NDP finance critic)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>a) Jocelyn will continue to work on this</li> <li>b) M/S/C that the committee will report back to the Board in 6 months with a final plan and, in the meantime, the committee will oversee the development and implementation.</li> <li>c) Deferred</li> <li>d) M/S/C that Policy E-1-d “Terms of Employment” be approved.</li> <li>e) Zoe will draft a presentation; Aron will create the graphics</li> <li>f) Deferred</li> <li>g) Zoe to poll members for best date for AGM</li> </ul>
9. Forward Planning	<ul style="list-style-type: none"> <li>a) Future Agenda Items</li> <li>b) Meeting schedule</li> </ul>	<ul style="list-style-type: none"> <li>a) Forward to Zoe</li> <li>b) Doodle poll</li> </ul>