

**Upper Columbia Co-op Council
Steering Committee Meeting Minutes
November 13, 2008 - BCGEU Meeting Room**

In Attendance:, Robert Agnew (by phone), Zoë Creighton (Chair), Andrew Jarrett, Vince Salvo (Recorder)
Regrets: Deirdrie Lang

Meeting called to order at 2:40 PM

1. Review of Agenda

No additions

2. Review of Minutes of October 9, 2008

Approved as distributed

3. Review of ACTIONS from October 9 Minutes

a) **ACTION:** Vince will pursue a meeting with Mayoral Candidates at the end of October
Not Done

b) **ACTION:** Vince will follow up with Heritage Credit Union once we are incorporated
In Process

c) **ACTION:** Zoë will invoice BCCA for \$7500
Done –“Check is in the mail”

d) **ACTION:** Andrew will follow up with Tom Atkins
In Process

e) **ACTION:** Zoë will coordinate and publicise Carol Murray's visit
Done

f) **ACTION:** Zoë will create a one-page(ish) strategic planning document based on Robert's suggestions, and the group's discussion, and will circulate it prior to the next meeting.
Done

g) **ACTION:** Zoë will gather statistics on how much impact cooperatives have on the regional economy, and will use these numbers in future promotions.
In Process

h) **ACTION:** Zoë will send graphic used by Martin VandenBorre to Deirdrie.
Done

i) **ACTION:** Zoë will pursue participation in the BCCA strategic planning session in order to ensure the Council's needs are represented.
Done

4. Coordinator's Report

a) **Incorporation** Done we are a Community Service Cooperative - #CP 2061
ACTION: Zoë will circulate digital copies of MOA and Rules to Members.

b) **Robert Agnew's Dues** – Since Robert is not eligible to be a member of the council, his “dues” need to be refunded

ACTION: Zoe to write memo to Andrew requesting refund of Robert's dues to create paper trail

c) **Web Site and BCCA** – There is no development budget available from BCCA so we will have to pursue development locally

ACTION: Web Site development -Zoe to re-establish contact with Our Fernie and Andrew will pursue his personal contact. Cost estimates will be developed for decision at next meeting.

d) **BCCA Report** –

ACTION: Zoe will send copy of BCCA strategic plan to Committee members

ACTION: Vince will continue to attempt to get FCL courses available through BCCA and/or UCCC

5. Current Priorities

a. **Define UCCC's Co-op Development Role** – agreed that since BCCA has signed an agreement with Robert which defines current expectations and conditions for funding UCCC will follow the plan and procedures agreed to:

1. All requests for assistance will be forwarded to BCCA
2. Zoe (and anyone contacted) will provide information on the UCCC and invite participation and

involvement.

3. An event (s?) will be planned (WHEN / BY WHOM ?) to actively recruit developing Co-ops.

ACTION: Zoe will work with Robert to draft a 1 pager describing the process that will be used in responding to requests for assistance from developing co-ops.

b. Recruitment of Credit Union Board Member

ACTION: Andrew to continue

c. Heritage Credit Union Membership

ACTION: Vince to continue

d. KBRRRC / CBT Update:

ACTION: Andrew reported on progress and will continue.

e. First Project it was agreed that bringing members and potential members together will be the most important thing to do. It was also agreed that if possible, a physical meeting place and central hub would be desirable. Finally, it would be desirable to establish a calendar to "events" sponsored by UCCC.

ACTION: Zoe to talk with Helen Lutz and with Andrew explore possibility of using/sharing space at Community First.

ACTION: Zoe to establish – in conjunction with all – a calendar to events for UCCC – first one to be in late January.

ACTION: Zoe will develop a short questionnaire for members and local co-ops/credit unions asking for input on issues of concern and requesting feedback on willingness/ability to meet (attend UCCC functions).

f. Set First General Meeting Agreed to target late April/early May.

ACTION: All members to recruit potential Board members.

g. Invoicing Members for Share and Dues – Agreed to keep dues and share separate

ACTION: Zoe will send out notices to members with Invoice for Share and statement of financial status (credit balance or dues owing). Notice will be tied to event in late January.

h. Financial Account –

ACTION: Agreed that Deirdrie and Andrew would set up account at NDCU

7. Next Meeting: Thursday, Thursday December 11th 1:30 – 3:30 PM BCGEU Meeting Room

Meeting adjourned at 4:30 PM

ACTION ITEMS FOR NEXT MEETING

1. **ACTION:** Andrew will follow up with Tom Atkins
2. **ACTION:** Zoë will gather statistics on how much impact cooperatives have on the regional economy, and will use these numbers in future promotions.
3. **ACTION:** Zoë will circulate digital copies of MOA and Rules to Members.
4. **ACTION:** Zoe to write memo to Andrew requesting refund of Robert's dues to create paper trail
5. **ACTION:** Web Site development -Zoe to re-establish contact with Our Fernie and Andrew will pursue his personal contact. Cost estimates will be developed for decision at next meeting.
6. **ACTION:** Zoe will send copy of BCCA strategic plan to Committee members
7. **ACTION:** Vince will continue to attempt to get FCL courses available through BCCA and/or UCCC
8. **ACTION:** Zoe will work with Robert to draft a 1 pager describing the process that will be used in responding to requests for assistance from developing co-ops.
9. **ACTION:** Andrew to continue Recruitment of Credit Union Board Member
10. **ACTION:** Vince to continue working on Heritage Credit Union Membership
11. **ACTION:** Zoe to talk with Helen Lutz and with Andrew explore possibility of using/sharing space at Community First.
12. **ACTION:** Zoe to establish – in conjunction with all – a calendar to events for UCCC – first one to be in late January.
13. **ACTION:** Zoe will develop a short questionnaire for members and local co-ops/credit unions asking for input on issues of concern and requesting feedback on willingness/ability to meet (attend UCCC functions).
14. **ACTION:** All members to recruit potential Board members.
15. **ACTION:** Zoe will send out notices to members with Invoice for Share and statement of financial

status (credit balance or dues owing). Notice will be tied to event in late January.
16. **ACTION:** Agreed that Deirdrie and Andrew would set up account at NDCU