

## Notes

### Steering Committee Meeting May 2, 2022

1. Officer duties – went through the draft created by Jo with comments from Alan and developed a new draft.
  - a. **Action: Alan will send out the new draft of duties of officers for final approval**
2. Policies
  - a. **Action – everyone to review and provide comments on the Financial Policy sent out by Lily, which is essentially a slight edit of the financial policy that was already approved back in 2020 and posted on the website (the edit involves the removal of the bracketed material in the section titled “Receipts”)**
  - b. Two other policies require revisions — Decision-Making Policy and Membership Policy Present drafts are on the website: <https://transitionsooke.org/about/>
  - c. **Action: Alan to announce need for volunteers to work on the two policies at the May 4 Regular Monthly Meeting**
  - d. **Action: Susan B to put a call out on the newsletter for volunteers to help with policy**
  - e. **Action: Alan to send an email out to Active Members looking for volunteers**
3. Regular Monthly meeting
  - a. **Action: Alan to send out a reminder for the May 4 meeting**
  - b. **Action: Susan B to meet April at the library and find out what is required for our “hybrid” meeting**
  - c. **Action: Alan to add to agenda:**
    - i. Documentary film showings
    - ii. Emotive grants for EV event
  - d. **Action: Alan to give report on Steering Committee including**
    - i. Duties of Officers
    - ii. Assignment of Officers
    - iii. Need for policy volunteers
4. Fundraising – we had a brief discussion on fundraising and all agreed that we need to increase our revenues. No one wants a high-profile campaign but there are a number of places where we could be asking for donations
  - a. **Action: Lily to contact Diana and Don Gallivan to see if they might help with a fundraising initiative**

A good time was had by all.

Next meeting: TBD