

## Apr 4 2022 Steering Committee Notes

### 1. Discussion re the impact of these titles

- Coordinator
- Secretary
- Treasurer
- Communications

Actions: Steering Committee member will bring together details for job descriptions for various roles:

- Alan- will do Communication
- Lily will do Treasurer's
- Kosin will do Secretary
- Susan Will do Coordinator
- Jo Will do Membership

Action: Alan will send out ideas from Hester.

'Noted that membership person keeps in touch with people joining/leaving.

### 2. Policy and Procedures

Transition Sooke now has 3 policies: Membership; financial procedures and decision making.

- Membership- Jo
- Financial Procedures- Lily
- Decision Making – Alan

Discussion re “define modified consensus” (I hope someone has more here)

Noted: Website material on Bylaws needs to be changed to reflect current policy

Actions:

- Alan will put out call to members to help with this
- Carry the request in next Newsletter and
- Send request out to active members list

### 3. Financial Report/ Fundraising

Lily reported that the new bylaws etc. have been filed, all financial stuff done so Susan can sign on as signing authority.

Lily also reported that it would be useful to build up Transition Sooke's financial resources. Discussion generated the following ideas:

- Asking EV owners to donate their rebate to Transition Sooke and other climate action groups.
- Noted that in the past, activities broke even.

- Make an ask for funding from members/supporters
  - The reason for the ask needs to be clear
- Apply annually for the Community grant from the District
  - Needs to be project oriented
  - Also, applying for grants generates administrative work/cost
  - The SMB project was submitted under Transition Sooke's name

Lily reported on the availability of an interactive Tsunami map and upcoming Tsunami week.

#### **4. Improving Regular Meetings**

At a recent meeting it was suggested that we invite speakers, and reporting. Noted that this would fit under the Coordinator's role. Noted that a stream of reports can make it tedious

Discussion regarding written committee report formats and the challenges of controversy.

Ideas:

- Having a regular speaker slot 15 min max (or 10+questions) Hold at beginning of meeting.
- Resume in person meetings--these could be Hybrid style with those who wish to participate remotely able to do so, and those who want to meet in person able to share a tea. Both library and Sea Parc have meeting rooms with such tech.

Actions:

- Susanb Post in newsletter—ideas for speakers or offers of being a speaker yourself (for example, on Water system in Sooke)
- Alan to check in with Alicia (CAC) re health.
- Jo will investigate booking a room in the library for May's meeting
- Koshin will research SEA PARC
- Susanb to ask Gord about resuming meetings at Harbourside and check tech capacity there.

#### **5. Steering Committee Meeting Frequency**

Decision to meet monthly or semi- monthly. Next meeting May 2<sup>nd</sup>, Susan to facilitate.

#### **6. Appointing Facilitators**

By-laws say Facilitators are chosen by meetings and confirmed at AGMS. It was noted that Bernie wants to be added to the facilitator roster.

Need for a notetaker noted,

Actions:

- Susan to add both note taker and facilitators to "TS Needs You" segment of Newsletter.
- Steering Committee to as TS to confirm Bernie as a Facilitator at May meeting

## **7. 13 Action Groups**

It was noted that many of the groups need champions—for example food security and transportation. Perhaps the newsletter could carry notices re these. It was noted that the Communications Officer could contribute to how groups broadcast to the community.

Actions:

- Koshin will explore with Sooke Baptist (garden/foodbank) and Sooke Community Health
  - How people are getting food
  - How to deal with supply, cost est.
- Transition Sooke to consider what working with other groups, such as Food Chi (critically important), Garden Club (Robin) would look like

## **8. WE CAN AGM**

Lily reported that the WE CAN AGM will be a face to face meeting in Sooke in the fall. Transition Sooke can show them whatever we are up to. Lily and Susan Clarke have been talking about how to get people involved. For examples, Outings to T'Sou-ke Solar, OCP