

Notes
Transition Sooke Monthly Meeting

Wednesday August 3, 6:45 pm

Hybrid Meeting: in person at Sooke Library, and via ZOOM

Attendees: 13 (5 on Zoom; 8 in person); Facilitator: Lily

1. Welcome / Territorial Acknowledgement / Round
2. Appointing Note-taker for the meeting - Alan
3. Review Agenda
4. **Approve amended notes of Transition Sooke Monthly Meeting of July 6, 2022 Moved: Bernie; Seconded: Koshin**
5. Treasurer/financial business
Accept Financial Report – Moved: Lily; Seconded: Anna. Passed

a. Transition Sooke Treasurer's Report

Current Account Balances:

Account Name	Balance
Coast Community Chequing (100)	\$2,552.20
SMBI (101)	\$0
Zero Waste Sooke (102)	\$ 962.55
Special Events (103)	\$0

Details:

Coast Community Chequing (Account #100)

Balance on July 6, 2022 (date of last meeting) \$2,442.20

Expenses: 0

Income:

L. Mah-Sen donated her ICBC Rebate Cheque to Transition Sooke: \$110.00

Balance in Coast Community Chequing (#100) \$2,552.20

No Changes for Accounts #101, 102, 103.

- b. **Developing Yearly Plan and Budget** - From Lily, Treasurer: "I am concerned that we are slowly depleting our funds with no discernible sources of income in the near future. I would like to see Transition Sooke develop a plan and budget for the balance of the year, which will help us develop a fundraising plan for Transition Sooke."

Some stats:

Date	Amount in Bank
Dec. 31 2016	\$3,676.04
Dec. 31 2017	\$4,229.32

Dec. 31 2018	\$6,066.33*
Dec. 31 2019	\$4,939.11
Dec. 31 2020	\$4,829.39
Dec. 31 2021	\$2,904.11
Aug. 3, 2022	\$2,552.20

*income in 2018: Payment of \$1,341.53 from District of Sooke for community cleanup; grant of \$5,500 from District of Sooke for Earth Day; grant of \$1,000 from the Rotary Club.

After some discussion, TS members decided not to develop a yearly plan and budget at this point in time. Working groups would continue to present their initiative ideas to TS monthly meetings along with projected costs and revenues.

- c. **Fundraising** - Lily noted that in conversation with Diana Gallant, TS member and professional fundraiser, if TS mounts a fundraising campaign, it needs to have a clear “ask,” it needs to tell people what the money will be used for. After considerable discussion, it was decided that TS would not launch a fundraising campaign at this time. It was felt that most Working Group proposals have a budget that is covered by revenues so fundraising has not been an issue. If, however, a proposal comes before TS that clearly requires fundraising, then we will embark on a targeted fundraising at that time.

6. Business Arising from previous minutes

- a. Update on EMCS Solar Project – (submitted by email) Gord met with Mathew the Garden Coordinator and Anne Bell EMCS Society administrator to discuss the solar project and confirm how donation will be handled. They will set up a line item for Solar Garden donations which I hope is now operational. We have \$1500 donated to date so off to a good start. A Rotary funding application is being prepared by EMCS society after I met with one of their directors who encouraged me to apply for funding. I hope to get something in the next TS Newsletter to ask for donations. So spread the word and hopefully we can get the \$5000 needed by Sept.

To Donate: EMCS Solar Garden Project

Donations can be received by cheque (made out to EMCS Society) or contact the office at 250-642-6371 to pay by VISA or M/C. You can come into the office to pay by cash or debit or any of the other methods. Contact the office to ensure we are in as we are on summer hours.

We are also set-up to accept e-transfers. Just ensure you put solar project in the description.

emcsprograms.ca.

At site click more, click donate, click garden. Put a note stating Solar Garden if category is not there yet

Charitable receipts will be issued for donations of \$25 or more.

- b. Email Decision: should Transition Sooke cohost an all-candidates meeting (for Oct. 15 local elections) with the Chamber of Commerce? Result: No (Note: TS is already hosting an all-candidates meeting on Oct 2)
- c. Committee to work on Transition Sooke “pop up tables” (as per July 6 minutes) – The following people volunteered to be involved in pop-up tables at area parks and at the market: Susan C, Bernie, Gord, Susan B, Jo (Note: pop-up tables at the market was originally a separate agenda item; I have combined it with pop-up tables at other locations)
ACTION: Pop-up group to provide a plan and send out to all members
- d. Letter sent to Sooke Council to urge them to move ahead with approving and completing the OCP as soon as possible (July 8, 2022) – Alan did this.

7. New Business

- a. Transition Sooke involvement with Caravan Stage Company’s production of “Virtual Rogues” August 17-21
After some discussion and a review of the history of TS’s involvement with the Company a few years ago, a motion was put forward:
MOTION: To provide support to the Caravan Stage Company for its upcoming production of “Virtual Rogues” Moved by Lily; seconded by Bernie. For-5, Against – 7 defeated.
- b. Need to change either the date or the locale for future Transition Sooke meetings - Library is not available on first Monday as there are a number of competing groups who want that time. It was suggested that meetings be changed to the second Wednesday of each month. All in the room were OK with this.
ACTION: Alan to send an email to all active members to get their response to this new time for meetings
ACTION: Alan to talk to Gord about use of Harbourside Co-Housing
- c. Harbourview development proposal – Some discussion and sharing of information on this proposal in the works for Sooke.

8. Updates on recent DoS Council decisions – reported by Susan B

- a. The Climate Action Coordinator position has been posted; there is money in the budget
- b. The Climate Action Plan has been approved in principal. Recommendations in the plan will be referred to the next council.
- c. The second reading of the OCP will be in September and a public hearing will be held before Sept 26.

9. Committee Reports

- a. Steering Committee (annotated version of “Duties of Officers” attached)
Steering Committee will publish a schedule of its meetings so any active member can participate
All Steering Committee meeting notes are now posted on the website
- b. SMBI – Working with Chamber of Commerce to put on a mayoralty all-candidates meeting
- c. Watchdog Reports – Hester and Jack are stepping down. We need more watchdoggers and a co-ordinator
Watchdog group agreed on the following process for watchdog reports: 1) author posts report 2) active members provide any comments, additions, etc. 3) author makes final changes to report and sends to webmaster (Claudia) for posting.

Group thanked Jack and Hester for all their work on the watchdog file

ACTION: Newsletter and email to active members looking for volunteers to be watchdoggers

- d. Transition Sooke Film Screening Working Group – exploring options with library
- e. Water Group – no report

10. Network Reports

- a. SICAN – no meeting
- b. WE-CAN

WE-CAN has produced 2 resources for the upcoming local govt. elections. One is the document “Is Your Candidate a Climate Champion?”— a series of questions that voters can pose to candidates (pick and choose the questions most applicable to your riding). The link to this document is: <https://drive.google.com/drive/u/3/my-drive>

We’ve also produced 12 short papers for climate champions to use while campaigning (Susan Belford had a hand in writing the sheet on Housing.) The information in these sheets will give the candidates confidence when canvassing on the doorstep and in community meetings.

There are 12 sheets:

1. Bold Climate Leadership
2. Public Transit
3. Active Transportation
4. Complete Communities
5. Car sharing and electric vehicles
6. Buildings
7. Affordable housing
8. Resilient Ecosystems
9. Local Food
10. Circular Economy, Zero Waste
11. Adaptation and Resilience
12. School Boards

Here’s the link to the sheets:

<https://drive.google.com/drive/u/3/folders/1YFh6FGFvfo8iqBsIXEqObpgLwqBCasmA>

11. Next Transition Sooke Meeting: Wednesday September 14 Facilitator: Alan

Future Facilitators:

- Oct: Bernie
- Nov: Susan B
- Dec: Lily

Attachment to Aug 3, 2022 notes

Steering Committee Report: Annotated “Duties of Officers”

Transition Sooke Members at the June 2022 Monthly Meeting unanimously approved the “Duties of Officers” as presented by the Steering Committee. At the July Transition Sooke Members Meeting, the Steering Committee reported that, after a final review of the “Duties of Officers” document, the committee clarified how the officers would efficiently carry out the duties. A request was made that the annotations would be shared with Transition Sooke

The annotations made by the Steering Committee are highlighted in yellow in the document below.

Transition Sooke Steering Committee Duties of Officers Annotated Version

The **Coordinator** is responsible for doing, or making the necessary arrangements to:

- Maintain a list of the working groups, keep in touch with these groups, and contact any Group that has not reported in 4 months to request a report at the next meeting
- Send out notices for Regular Meetings and General Meetings and Steering Committee Meetings
- Ensure that facilitators prepare agendas for Regular Meetings and General Meetings
- Ensure there is a facilitator and an agenda for all Steering Committee meetings
- Provide initial contact for Transition Sooke from people outside the organization
- Answer correspondence (electronic and print) and keep a record of correspondence sent and received by Transition Sooke
- Ensure that there are note-takers for all meetings
- Notify people of meetings including Steering Committees
- Maintain record of correspondence (on gmail)

If the coordinator designates someone else to be responsible for these duties they will inform the Steering Committee and the membership of their designate and their particular duties.

The **Secretary** is responsible for doing, or making the necessary arrangements to:

- Maintain the registry of members (currently on active members listserve).
- Give new members copies of “Who we Are and How we Do things,” as well as a copy of the bylaws and the constitution, if requested

- Maintain documentation of policies of Transition Sooke in order that they can be accessed relatively easily (**on website**).
- Maintain documentation of all records except the financial ones
- Keep records of minutes of Regular Meetings (**website**), General Meetings (**website**), and meetings of the Steering Committee. **Send minutes, once approved, with the approved changes to Claudia to post; for the AGM minutes– Send DRAFT minutes to Claudia to post and then when they are approved a year later, send the approved minutes to Claudia to post**

If the secretary designates someone else to be responsible for these duties they will inform the Steering Committee and the membership of their designate and their particular duties.

The **Treasurer** is responsible for the financial management and oversight of Transition Sooke’s finances. The **Treasurer** is responsible for doing, or making the necessary arrangements to:

- Monitor the bank account, manage cash flow, reconcile bank statements, and keep accounting records of Transition Sooke’s financial transactions
- Develop systems for ensuring the organization’s solvency as required
- Help Transition Sooke develop financial policies as required and monitor adherence to these policies
- Prepare the annual financial report
- Prepare audit report if required
- Prepare Transition Sooke’s financial reports for regular monthly meetings, regularly render statements to the Steering Committee and members, and file legal forms as required

If the Treasurer designates someone else to be responsible for some of these duties, they will inform the Steering Committee and the membership of their designate and their particular duties.

The **Communications officer** is responsible for doing, or making the necessary arrangements to:

- Oversee the overall communications at Transition Sooke to ensure we put out consistent messages and have a recognizable “look and feel”
- Publicizing Transition Sooke events
- Oversee media relations – media strategy, op-eds, media releases, media interviews, and advertising
- Oversee displays and booths at events
- Manage the website, the newsletter and social media

- Develop a TS communications guide with direction on visual identity, process and content/messaging for approval by active members
- Store banners, pamphlets, signage, sandwich boards, table, tent etc. for use at events.

If the Communications Officer designates someone else to be responsible for some of these duties, they will inform the Steering Committee and the membership of their designate and their particular duties.