DRAFT Notes Transition Sooke Steering Committee

July 6, via ZOOM

Facilitator Alan Dolan; Notetaker, Susan Belford

In attendance: Alan Dolan, Susan Belford, Bernie Klassen, Koshin Moonfist, Lily Mah-Sen, Jo Phillips, Susan Clarke

1.   **Land Acknowledgment and Welcome**

2.   **Agenda** was approved with no additions

3.   **Transition Sooke member Susan Clarke** attended the meeting to voice concern that invitations to other organizations' events had not been shared with the active members. Susan Belford, who manages the Gmail and who was responsible for this error, explained that the file had been rejected for size on the rise up list. However, an edited version was eventually sent out.

> ***ONGOING ACTION***: Susan to alert Alan to the existence of any large files needing distribution and he will modify them. (and maybe teach Susan how to?)

4.   **Hybrid meetings** were generally felt to be working well

5.   **Transition Sooke Record Storage**

Discussion explored several aspects of records storage, particularly retrieval and security. While Koshin advocated for separate, secure cloud storage, and mentioned the potential of One Drive cloud storage through Microsoft non-profit, other steering committee members expressed that security is less of an issue than record accessibility. With this in mind, it was felt that it should be sufficient to hold materials on the secure website, from which documents can easily be downloaded.

> ***ONGOING ACTION***: Notes for Monthly meetings and AGMs will be handled as follows:
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> **AGM notes:** Draft notes will be sent by the notetaker to the secretary (Jo currently), who will circulate them to the active members list, and receive edits from members. When these are incorporated to the notes, the secretary will forward these DRAFT notes to Claudia (web master) for posting on the website. These DRAFT notes will be approved at the next AGM.
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> **Monthly notes**: Draft monthly notes will be amended and approved at the following monthly meeting. The secretary will forward the approved notes to Claudia to put on web site.
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> **Steering Committee notes** will be circulated, edited and approved by steering committee members online. The notetaker will complete any edits, then forward to Jo

to send to Claudia for the website. Alan will gather existing notes and prepare them for the website.

Correspondence Letters written on behalf of Transition Sooke as commentary (to news, council, etc) should be sent from the gmail account and a folder should be set up for them. Once sent, these letters will be forwarded to Claudia for the website.

6. **Revision of Policies**

   ACTION: ask at monthly meeting and in newsletter once more for involvement of members to join Alan, Susanb, and Lily to further develop the Decision Making policy and Jo and Bernie to further define the Membership policy. It was noted that a significant question for the latter policy is "what denotes a member in good standing".

7. **Communications Officer- Role and Potential for Abuse of Power**

   It was noted that because everything gets sent out to active members for approval, it is unlikely that someone could take unilateral, controlling action over communication. It was explained that the reason for the Communication person's role in overseeing and supervising public statements by members on behalf of Transition Sooke (or its action teams) is to ensure that correct logos, references and statements support Transition Sooke's overall visual identity, messaging and policy.

   ACTION: Alan to draft an Transition Sooke Visual Identity information sheet for members to outline the process for speaking or writing publicly on behalf of Transition Sooke. This will contain information about the logo, what the standards are, etc.

8. **Fundraising** Lily reported that she had sent a letter to fundraisers Diana and Don Galavan and had not received a response. She will check with Lynn Moss to confirm their address. Koshin noted that Linked-In for Non-Profits has free training for nonprofits for fundraising.

9. ***Steering Committee report to tonight's monthly meeting***

   ACTION: Alan will present.