

Notes from Transition Sooke Steering Committee Meeting April 5, 2023

Members Present: Paula, Jo, Susan (chair), Alan, Lily (notes)

1. Welcome and Territorial Acknowledgement
2. Minutes of Mar. 7/23 Steering Cmt. meeting—minutes OK.
3. Draft Minutes of 2023 AGM. We reviewed the draft minutes and approved them for posting on our Web site (**Alan** will do this.) These minutes will be brought to next year's AGM for approval.
4. Finances. Lily reviewed the April 2023 financial report, which will be going to the Transition Sooke meeting next week. The balance as of April 12 is \$1,176.97. **Lily** will draft procedures concerning grant applications made in Transition Sooke's name. Draft procedures to be discussed by a future Steering Committee meeting and then be presented to members for approval.
5. Fundraising. The Fundraising Team met yesterday and decided on the following:
*Fundraising projects for Transition Sooke: We will follow the same guidelines used by Transition Sooke on starting new activities or projects. New fundraising projects would only go ahead if there were a core group of people (including 1 or 2 people committed to taking a leadership role in the fundraiser) willing to put their energy and effort into carrying out the project. Fundraising projects need to be brought to Transition Sooke membership for discussion and approval. The Fundraising Team can help with grant/proposal writing as needed.
*2 fundraising ideas to work on right now. 1. Just Ask. Write an "ask" in the next Transition Sooke newsletter, asking our members and supporters for a donation (in lieu of membership fees). 2. Set up a Donation page on our website. This page would contain information on how to donate to Transition Sooke (including how to include Transition Sooke in one's will). Thus, whenever we write an ask for donations to Transition Sooke, we can just include the link to the donate page on our website where donors can find the instructions on how to donate. **Alan** will set up a Donations page on our website.
*Diana will be reporting on a few other ideas to the meeting next week.
6. Transition Sooke had been requested to sign on to an open letter (initiated by BC Climate Emergency) for the BC Government to develop a Clean Transportation Action Plan. Lily sent out request to Active Transition Sooke members for an on-line vote to approve Transition Sooke signing onto the letter. We received 21 responses from our active members; all said "yes". Lily added Transition Sooke's name to the open letter. The open letter will be sent to the government this week. (Over 65 organizations have signed onto the letter).

7. According to our Bylaws, the holders of Office in Transition Sooke are selected from the Directors at the first Steering Committee meeting following the Annual General Meeting.

We agreed on the following:

Coordinator: Alan

Secretary: Jo

Treasurer: Lily

Communications: shared by Susan and Paula

Duties of the Officers: **Alan** will upload information detailing the duties of the officers to the appropriate page on our website. (Note: The detailed job descriptions for the officers were discussed and approved by the members of Transition Sooke last year.)

Alan will meet with **Susan** and **Paula** for a training session on best practices for writing press releases and doing publicity for Transition Sooke. (after he returns from holidays).

Alan will take over the role of monitoring and answering emails to Transition Sooke's gmail account. (part of the duties of the Coordinator). Thanks to Susan and Jo for looking after the gmail account this past year.

8. Posting to Transition Sooke's Facebook Page: Currently, Alan and Paula are doing most of the posting. We need help. **Paula** will ask Carol Mallett to see if she is willing to be a poster.
9. AGM Follow-up: **Lily** will file our annual report with BC Registry, as well as prepare Transition Sooke's 2022 Income tax report.
10. Facilitators for Transition Sooke monthly meetings: shared amongst Susan B, Bernie, Jo and Alan. Gord indicated an interest as well.
11. Active Membership Renewal: Jo did this in January.
12. Strategic Plan Follow-up. Fundraising Committee met (see item #5). Social Marketing Outreach Committee will be meeting soon.
13. Transition Sooke involvement in Earthday (April 22). Request from Christine Moog (DoS staff) for Transition Sooke involvement in Earth day activities. We will publicize events put on by other organizations in our newsletter. Zero Waste Sooke will be holding a Repair Café. Transition Sooke will also have a tent. Susan B will be the contact person for Transition Sooke with Christine Moog. We will discuss the specifics of Transition Sooke's tent at our monthly meeting next week.

14. Daily banner wave during Earth Week. Neat idea. The slogans on the banners will be up to the individuals participating. Transition Sooke not participating as an organization—but we encourage our members to get involved.
15. Request from Trevor Hancock (retired U of Victoria professor) to meet with Transition Sooke members to explain the concept of building sustainable communities and request that Transition Sooke join with others to relaunch an “Our Planet Bioregion” for the CRD. (“Our Planet is a global organization, formed in London England with a mandate to educate and provide consultancy services to help major developers create pioneering eco-communities, to support businesses to create sustainable products and services, and to deliver projects with communities around the world to enable them to take local climate action and build their environmental resilience.) Trevor stated that this would be a “conversation” that would last a couple of years, using multiple engagement tools. We felt that Transition Sooke is already doing this work within the Sooke Region, and that we don’t have the capacity to commit to a 2 year project to broaden our work to the CRD. **Alan** will draft a letter to Trevor Hancock suggesting that he give a session in Sooke Lifelong Learning on the Our Planet Bioregion concept.
16. Public Forum Follow-up. Some of the participants at the Public Forum wanted Transition Sooke to put on quarterly forums. We felt that twice a year would be more do-able. It would also depend on the topic(s) and the circumstances. We are interested in knowing the outcome of the small table groups-- see how they are doing, whether their plans are going ahead (or not), if there is anything they may need from Transition Sooke. We will ask **Susan C** to develop a follow-up process. **Paula** and **Jo** are interested in getting involved in the follow-up as well.

Adjourned.