

Notes from Transition Sooke Steering Committee, June 11, 2023

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

1. Welcome, Indigenous Land Acknowledgement, Social Circle
2. Notes from May 9 Steering Committee. Lily apologised for forgetting to write up the notes from the last Steering Committee meeting. *Lily* will write up the notes for May 9 and for today's meeting and send out.
3. Actions from previous steering committee meetings that are still outstanding:
 - a. *Alan* will meet with Susan B and Paula for a training session on best practices for writing press releases and doing publicity for Transition Sooke.
 - b. Paula had asked Carol Mallett to see if she was interested in posting on Transition Sooke's Facebook page. Carol is not interested in doing this; but David Mallett has offered. *Alan* will change permission settings on our FB account so that David will be able to make postings.
 - c. Draft guidelines on FB postings on behalf of Transition Sooke. *Alan*
 - d. Talk to Gord Wallace about facilitating Transition Sooke Meetings. *Alan*
 - e. Follow up to Feb.26 Forum. *Alan* will talk to Susan C about follow-up needs.
 - f. Planning for next Forum. *Jo* and *Paula* had indicated their interest in working on the next Forum. We need more people on the team. *Jo* will bring up the request at the Transition Sooke meeting. We could also place an ask in the upcoming newsletter.
 - g. Donate button on Transition Sooke website. Alan has added the donate button. *Lily* will send Alan some text to post on the website page, and she will send Susan B info on the donate button to include in TS's next newsletter
 - h. Send digital TS logo to Zero Waste Sooke. *Alan*
 - i. Draft communications policy on acknowledgement of Transition Sooke in our external communications, intellectual property, placement of logos, branding of TS products. *Alan*
4. Follow-up to the 3 committees coming out of Transition Sooke's Strategic Planning Meeting:
 - Social Marketing Outreach Committee: ? (check with *Susan B*)
 - Council Advocacy Committee: Met on April 23. Plans were to meet end of May, but that did not happen.
 - Fundraising Committee: continuing committee. No new fundraising plans in the works.
5. Changes to voting in Transition Sooke's bylaws. We briefly discussed Transition Sooke's current bylaws which does not delineate the method by which we elect members to Transition Sooke's Steering Committee. Currently, if there are enough candidates running for the seats available on the Steering Committee (our Bylaws state no less than 3 people and no more than 10) our practice is to acclaim all the candidates running. This

method prevents members from making choices on each candidate they would like to see on the Steering Committee. Should we change our Bylaws to state that we vote for each candidate individually? Most of the members of the Steering Committee felt comfortable with the method of acclaiming candidates.

6. Clarification on donations at library. Does Sooke Library allow groups using their facilities for events that the general public are invited to attend to set up a donation jar? *Jo* will check.
7. Newsletter. New articles for newsletter? *Alan* will write up short piece on the EMCS Lunch and Learn event. We agreed that it would be best if long articles that had been submitted for publication in our newsletter would be summarized for publication and would include a link to the whole article (posted on our website). We also felt that we restrict submissions from non-Transition Sooke groups to one article per newsletter.
8. WE-CAN AGM. *Alan* put together and presented an excellent slide presentation on Transition Sooke at WE-CAN's AGM. Transition Sooke received a number of positive comments about our work. The slide show is a very good visible presentation of Transition Sooke and needs to be shared. *Alan* has agreed to record his comments for each slide and place the slide show and commentary on the "introduction to Transition Sooke" section of our website.
9. Policy procedures for grants. Transition Sooke members agreed to the policy at last month's TS meeting. *Alan* will add the policy to the Financial Policies section of our website.
10. Board Game and Jig Saw Puzzle Swap went well. The next swap will be a small hand tools swap, and a school supplies swap is planned for start of school year. We noted that the Sooke Library creates the poster and advertising for events held at the Library. Reminder: give the Sooke Library Transition Sooke's logo to include in their advertising on our events.
11. OCP/climate team to re-group and plan around the June 19th DoS Council meeting on the OCP? Some of us felt pessimistic that making more presentations at this point would make much of a difference (the consultation was billed as a chance for people in the business sector to make their views heard). *Alan* will talk to *Susan C*. An email will be sent to the former members of the OCP/Climate team.
12. Steering report to monthly meeting—who and what:
 - Lunch and Learn: *Jo*
 - Board Game and Jig Saw Puzzle Swap: *Paula*
 - Ask for more members to be involved in planning next Forum: *Jo*

Meeting Adjourned.