QCHCA Organization Committee meeting

9:30 – 11:00, Wednesday, December 7, 2016

Minutes

Attending:

Susan

Pam

Jean

Art

John

1. Pam and Jean gave an overview of the Community Association 101 workshop they attended. A key idea was how to succession plan, including having individuals identify the tasks/responsibilities they’ve taken on in addition to the responsibilities of the role so that, as we recruit to the position, the actual responsibilities are clear and the extras can be assumed by the individual or another member. Jean suggested we should be working toward having records all in one place, also electronically/on the web(?), and updated annually. Should we consider hiring someone annually to do the update. Another question is who has access to what. Do we have potential liability (beyond FOI-POP)? Saanich isn’t using Googledocs or Dropbox because it’s resident in the US and there are privacy issues. ACTION: Susan will look into Basecamp. There was also a conversation about how we make people feel welcome; can we create a ‘greeter’ group who will welcome people and make them feel included. What are we doing to make people feel welcome and what else can we be doing? We used to give out door prizes; do we know why we stopped? Might bring more people. Maybe a more open agenda at our public meetings where people are invited to bring their ideas and concerns and have a guided discussion.
2. Next steps re binder . . . Susan said Shawn has offered to take this on over Christmas. ACTIONS: Each ‘officer’ should update their own terms of reference; John will update area rep role and Susan will update the others for review. Pam will look at our current binder and make recommendations as to what we need to keep, what order it should be in, which pieces should be put into electronic form and which need annual updating and report back. Susan will get back to Shawn re his offer. Susan will ask Peter to review the ‘Communications’ page in the binder and convene another communications committee meeting to discuss. Is there an interest in dividing our efforts and structure into two parts; one related to development issues and one related to community building. Susan to ask which area reps have anything to raise/report and build the agenda accordingly. John recommends applying for a Small Sparks grant to update and move to electronic format. As we update our binder, we should be sharing with other CAs; no need to reinvent the wheel. Do we need to create an archivist position? Do items older than ten years go to Saanich archives? What do Vicki Sanders and Karen Dearborn still have and are the items older than ten years? Someone needs to go through our material ten years or younger; i.e. John’s boxes. He will sort through his material.
3. We need to be talking about terms of office so, in our bylaws, we will try two-year terms, renewable twice.
4. Re updating Constitution and Bylaws, suggested Pam and Susan connect with Marsha (and Marlene) to determine next steps for melding ours with the ‘common’ one to see what we want to use, what we want to omit and what we want to add of our own.
5. What policies do we want to adopt – i.e. codes of conduct (Saanich now has one we could adopt), confidentiality, conflict of interest, sponsorship, etc. Suggested we see whether any of these are in the draft binder and/or whether we can find examples on-line. We will have this as a bring-forward item at our next meeting.
6. Do we have a sense of what our individual skills and interests are? Shall we create a grid showing what each individual says they can do or are interested in? What have we got, what do we need, how do we invite/find this? On our website and/or in the newsletter, can we recruit help for specific things such as communications, events, traffic, etc.? Can Chris Bhopalsingh and Karen Dearborn give us an update on web traffic?
7. NEXT MEETING: Wednesday, February 8th at 9:30 – 11:00 at Pam’s house, 914 Falmouth