**BC Co-op Developers Community of Practice**

Meeting Minutes

January 27,2021

12-1:30 PT via Zoom :<https://us02web.zoom.us/j/86940448120>

**Facilitator:** Melanie Conn

**In Attendance:** Zoe Creighton, Marty Frost, Elvy del Bianco, Eden Yesh, Melanie Conn, Kevin Harding, James Grieve, Joy Emmanuel, Tara Williams, Chris Galloway, Danielle Soucie, Catherine Fisher

1. **Welcome and Overview of Meeting**
* Introductions of new participants & guests
* Territorial Acknowledgments
1. **Updates from BCCA**
	* CoP Landing Page on bcca.coop
* Iva unable to attend the meeting today so Zoe presented the BCCA landing page. The password-protected internal webpage will serve as a hub for the coop developer network.
* Items on the page will include developer Bios, Coop Developer surveys, quick links to resources such as Cultivating Coops Guide, and Co-op 101,BCCA open education resources, community investment guidelines, etc
* Eden suggested that more specific documents, or working documents could be shared on a Google drive, or in an editable file network.
* **Action Item:** Danielle Soucie to open the Google drive account, and be the point person for it.
* **Action Item:** Developers to submit bios and another documents to Zoe before the launch of BCCAs new website in the coming weeks.
	+ BCCA General Updates:
* Joy Emmanuel requested an update on happening at BCCA, and in particular concerning the New E.D and initiatives that may concern the Coop Developer Network
* BCCA reported that a new E.D should be announced in the coming days. Eden Yesh explained that he is working with BCCA to develop the social economy network, and identify stakeholders. BCCA continues to refer potential coops to the network.
* **Action Item:** standing agenda item to be continued in community of practice meetings for BCCA staff to provide updates. BCCA to also discuss any major updates from the Co-op Developer’s network at BCCA Board Meetings.
* Referral Manual Jan2021 version
* Additions to the manual include bookkeepers/accountants; legal services; Investment Shares, etc.

**5. Update from Vancity**

* Elvy gave an update on Vancity Co-op Development Initiatives
* He updated the group on the triage meetings, and the system used to funnel referrals and ensure they are given attention.
* Co-operate Now graduates Louder Than 10 have been assigned Marty as developer and Fiona Duigood of the Co-op Conversion project will help to document process. An emerging developer will be assigned.
* Co-operate Now:
* 2 groups amongst the 7 that participated in this session are existing businesses, looking to change into worker coops. One of them being Louder than 10
* Vancity is beginning to evaluate the co-ops going through the program, including Louder than 10, with the intention to develop a practice of succession planning. Someone has already come forward to help with this, but James Grieve also expressed interest.
* Elvy will provide update on this project, with opportunity for input from the group. **Action Item:** Zoe to add this update to the forthcoming agenda.
* Draft Co-op Development referral/continuum flowchart
* Zoë explained the development of two flow charts that will be shared on the landing page, 1 is a visual representation of the funneling of where coop referrals go in terms of developers, etc.
* The other is a visual representation of where the coop is at in terms of business stages: from initial triage, entry phase, business development, financing and incorporation, etc.
* There is also a document being used to track the projects worked on by this group of developers, and mentees. The document is in the works, and will be a way to organize all the information- it will also be shared ( discussed below)

**6. Updates on current projects**

* Review of Spreadsheet
* King Fisher Farms Co-operative: stagnant no updates, may not move
* **Action Item:** Add a timeline piece to this document to track the amount of time that has lapsed since engaging with co-op.
* Additions & New Assignments?
* Language Partners Co-op: Kevin and Melanie both expressed interest in helping. **Action Item**: Melanie and Kevin to connect, and contact Elvy for final decision on who to move forward with.
* **Action Item:** Marty to add a few inquiries to the list/spread sheet.

**7. Mentoring items**

* Chris Galloway inquired about becoming a mentee, and the process. It was reiterated that these meetings take place to convene, discuss, and express interests in initiatives
* Mario and Elvy – are working on a project together
* Danielle and Zoe to model mentoring process as the Kootenay Arts Co-op finishes its feasibility study and moves forward.

**8. New Business Arising**

* Standard Rate for Services Discussion
* A discussion around the established norms in the sector for fee for service rates occurred, and there is no norm, it varies.
* Rates are based on individuals expertise, clients budget, time spent on the project, etc.
* Systems geared towards clients do exist, where in a client applied for services, and gives their requirements, and they are matched with a suitable co-op developer that fits their need and budget.
* This is less ad hoc, both James Grieve and Kevin harding expressed interest.
* A Sub Committee was formed to research this topic, with James, Kevin and Zoe as members.
* **Action Item:** Committee to report back at next meeting with information
* Legal Services
* With the absence of Mary Childs, a gap in the sector has occurred.
* However, several new legal services providers can be found in the Co-op Develoeper Manual, including Elliott Bridgewater, Bill Oemichen and Colin Gusikoski

9. Next Meeting

* **Action Item:** Kevin to chair Next Meeting on March 24th, at 12pm.