

Commons Coordinating Council (CCC)

gabriolacommonscouncil@gmail.com

Notes for Meeting of Sept.3, 2013

Present: Stef Marrie, Jinny Hayes, David Soy, Shelagh Huston, Robbie Huston, Judith Roux, Alison Fitzgerald, Mary Aiken, Muriel Wiens, Heide Brown, Patrick Roux, Bob Andrew
Co-facilitators: Stef Marrie, Muriel Wiens
Recorder: Bob Andrew

Next CCC meeting: Tues., Oct.1, 2013
Recorder for next meeting:

Meeting Agenda:

1. 20-minute discussion - current:
2. Team, Project & Group Reports
3. Follow-up from previous meetings
4. Additional items arising from this meeting

Follow-up Items from previous meeting - discussions outlined below:

- A. **Consensus policy – Feedback.** Due to time constraints, this item will be addressed first on the October agenda.
- B. **Event Fund Management Draft.** Council members present accepted this policy unanimously. Well done!
- C. **Communications Team – do we have one? What to do in the meantime.** Yes and No. The team consists of Heide/Hans/RichardPalano(?)/Patsy/Doug; with communication tasks usually done individually (not much for meetings). We need one person who is willing to keep track of it all ie. a liaison person. This has been Heide to date, who is now resigning this role. There IS a list of what to do and Heide will train a person(s).

General discussion: the Communiqué list: Who holds it? Who is the "gate keeper"? We need to "widen" the "gate".

- D. **Website update – what next?** Hans and Heide have already made a number of changes, based on some input and their observation. A third person would be ideal, in order to add perspective. Without naming names, *someone* overheard Mary Wilson express an interest in this task. ***Guess we should ask Mary at the next meeting. :0)***
All teams will be asked to review their page on the website, and to provide updates and corrections.

- D. **Use of the remaining \$4000 from the anonymous donor.** This item remains on the agenda for October's meeting.

Reminders & Action Items - will be followed up at next meeting:

- A. Stef will follow up with Maya to learn about managing the Communiqué, as she has experience in fulfilled this role during 2012. *Maya has shed some light on the logistics of sending out the Communiqué. Next step will be to contact Imogen to learn the current process and where the email database is stored.*
- B. Heide will forward the written description of the Communications Liaison position to Stef. *This is a 5 page document with all details and aspects of the Communication Liaison position. Some discussion will need to take place to determine if these tasks can be reallocated separately.*
- C. Stef to contact teams to ask that they review team web pages, and send recommendations and updates to Hans and Heide. *Request will be sent for Teams consideration and response over the month of October.*
- D. Stef will send a request to all Teams for information as to how they record and store minutes, and document decisions. *Team Reps present at the October meeting will be asked to report on this item during the 20 Minute discussion.*

Ongoing Discussion Topics - for 20-minute discussions:

- A. **How to function without a Communications Liaison until someone steps into the role.**
- B. "Personal Benefit" at the Commons
- C. Sustainability Building
- D. Signage
- E. Formation of a Conflict Resolution Team
- F. Recognizing contributions
- G. How do we decide what gets sent out to membership?
- H. Website Update (will receive information package from Hans/Heide)
- I. Consensus process
- J. How do we orient people to the Commons?

1. Notes from 20-Minute Discussion:

Current topic: Archiving at the Commons

1. What do Teams do now with respect archiving meeting minutes?
2. Round the Circle; - What should someone do with "self archiving" ie. files piled up at home?
3. Should each team archive?-Substantial archiving has been done but we need to keep it up.
4. There is not enough physical space for all Teams to archive paper files therefore we need to identify what is important to keep and how we keep it (electronically/ paper?)
5. Archiving is necessary to settle what happened to ideas that came up and to answer the question "How did we get here".
6. Re electronic archiving: environmentally friendly but there are skeptics (the note taker being one)- those that lack faith in electronics. There is some confusion as to **where** to send electronic records.
7. Computer literacy is not universal.

8. There must be hard copies of financial, legal and documents regarding the Foundation. There is not enough room, however, to store hard copies from all Teams.
9. There are many unrecorded daily tasks, such as purchasing supplies, taking out the garbage and work accomplished at workbees.
10. A suggestion of an 'ARCHIVING WORKSHOP' came up. This to help people to know what to archive and how to set up a system that we all follow to ensure consistency.
11. We need to preserve a record of our history, even though it is an overwhelming task even to keep track. It is very helpful to have a record of how and when decisions were made.
12. An example of the value of archiving was brought up. It helped people when doing a "tree report". A lot came from the TAGS past reports.

2. TEAM Reports:

Commons Coordinating Council: Stef Marrie

We are still looking for a Second Chair to work with Stef and take over after her 6 month commitment. Currently, Stef is asking for volunteers each month, but this is not a great strategy in the long run.

Communications Heide Brown

Heide is no longer going to be the Communications Team Liaison for the Commons after September. We need someone to take on this role --- if you apply sooner rather than later you will have 2 months to learn the ropes from Heide! Contact:

communications@gabriolacommons.ca

Imogen has moved to another Island and will no longer be able to send out our Commons' Communique. If you'd like to do something vital for the Commons that doesn't entail meetings and that you can do from your home-computer, please send enquiries

to: communications@gabriolacommons.ca

MORE NEEDS:

-- More team members – more participants to meet a few times each year and work together to over-see Commons' communications, in all its aspects.

-- We continue to look for more short – 150 words – articles for The Sounder and The Shingle. You might write about why you support the Commons, what you like about the Commons, and your history with the Commons, etc --- things like that. If you are interested, please let us know --- communications@gabriolacommons.ca

Covenant (rep:

Farm Management

- *Judith:* All well.

- *Alison F.* Coordinator for N. Gardens: Is full. Some spaces available in the South Gardens and at Namaste Farms.

Fundraising (rep:

Grant Writing (rep:

Infrastructure (rep:

Learning Opportunities (rep:

Property Management *Patrick Roux*

- Amalgamate PMT and Infrastructure? Chopped up water line (by the beaver) presented. Fixed temporarily. Beaver raised dam so water level is 1' higher than normal, so South gardens could look at their own pump system.

Share the Commons (rep:

-

- Next Meeting:

Trails and Green Spaces *Kit Szanto*

The recent activity in TAGS has been on taking out Tansy Ragwort on the Commons, and cutting off the flowers and buds to place in garbage (at home) and placing stalks on the berm. We also have participated in Saturday work bees.

We hope, thanks to Patrick's knowledge, skill, and willingness, to begin the work on the East/West connector trail, using the \$2000 put aside for this project, (half of which is a gift from GaLTT).

Meetings are few – often by email or as we work together. Newcomers are always welcome.

Trustees for Gabriola Commons Foundation (rep:

1. We have had **three meetings** this month: one for Financial Planning/Fundraising, one for regular business, and one for AGM planning.
2. Reminder that:
 - a) **AGM** is Saturday, September 28 at 1.30 with displays and goodies prior.
 - b) Team Reports for the AGM are due to Robbie and Jinny tomorrow. Photos are much appreciated. Thanks to the many representatives who have already submitted their reports
 - c) The required two-week announcement has been sent to the newspapers and should

appear next Monday. All supporting documentation for the AGM will be up on the site prior to this date (Sept 9).

3. As the "Legal Landowner", we reviewed the **Skateboard Park** proposal to move our lot line to accommodate a new park. We agree with STC Team that this is not viable.
4. **Archiving:** We're looking forward to receiving input from teams tonight. We would love it if Dale Stark would work with Jinny on archiving in the Fall.
5. We have been working on/revising what was previously called the "Trustee Handbook" and turning it into a "**Commons Handbook**" with policies that apply to across the Commons and a "side document" of items pertinent only to Trustees. This will come to Council when it's ready.
6. **Website task group:** We are looking at those items that are pertinent to the Trustees, ie, financial, legal and governance. Don't forget to get your thoughts about this to Heide for transmission to Hans van Kessel, our webmaster.
7. **Ken Capon Memorial Bench.** Cherryl Reed has expressed delight that this will happen, so we need to move out on this. Over to STC?
8. FYI: The **former Gabriola Commons Society** will be dissolved by formal submission of required forms to the appropriate government office. Filing the forms to dissolve the original Commons Society had been overlooked. We are thus a charitable society under the BC Society Act, but are on the records as "The Gabriola Commons Foundation".
9. **Insurance** for the property and trustee liability have been renewed. Both are due in August each year.
10. Planning continues on the **Mortgage Elimination Project.** Campaign plans will carry over to the new Board, but we're pretty excited about the possibilities and future activities. More about this in future....

Next Meetings: Trustee business: Sept 5 and Fundraising Sept 19, 2.00 pm, Commons.

Events & Volunteers: Stef Marrie

- Fall Faire: Sept. 22 10 to 4. Call out to set up and service. Beer garden this year!

Q Team (AKS Conflict Management Team): Shelagh Huston

- Has a draft mandate and objectives but is looking for a broader mandate.
- Has had two meetings

Long Range Planning:

30 yr. plan in the works to avoid crises management. Lots of Dreaming/Visioning. Timeline / Footprint chart in the making.

PROJECTS:

Community Kitchen (rep:

Green Bikes (rep:

Island Connections (rep:

Labyrinth (Mary Aitken)

• No real report. Needs weeding. Kids from Camp Miriam love the Labyrinth. Suggestion: A "Walk the Labyrinth with Mary" for the Fall fair.

Sustainability Centre (rep:

GROUPS

People for a Healthy Community (rep:

Poetry Gabriola (rep:

3. Discussion on follow-up items from previous meeting:

See Page 1.

4. Additional Items Arising:

5. Attachments:

a) Description of Communications Liaison

--- **Write up a very brief Council Report** for the COM team, and present it at Council, giving a hard copy to the facilitators and, sometimes, sending an electronic copy to whoever is taking the minutes. All that needs to go in this report is title, date, who's giving it, highlights, needs, and upcoming meeting date. Keep a paper copy of this report for COM binder.

--- **Take notes at Council.** Stuff pertaining to up-coming events at the Commons that could be of interest to other Commons membership, to be forwarded to the person doing the Commons' Communiqué (CC). Things like team meetings, days and times. Also any "needs" teams have mentioned that could go out to the membership, like volunteers/participants for something, including specific things (like someone to fix something or do something), physical items (like a bike rack), ideas about something (like how to print in Black and white), etc.

--- Make up a list of this information and any other ideas that have accumulated since the last CC, and email it to the person doing this job. That person will organize and format it further. I try to get these notes for the Commons Communiqué in to the person who sends it out by the end of the week of Council.

These same notes for the CC need to be sent to Hans at the same time, for the website.

The CC should be used sparingly, as it is a lot of work to send out the group emails, and also members don't appreciate getting flooded with emails. What seems to work well is a

monthly CC as soon as possible after Council, to keep members up to date, and sometimes, if there are events happening that need more sharing, once or twice in between. Vary rarely is there an event that warrants a special CC, like the death of a well-known Commons participant, or a sudden opportunity/event on the Commons.

--- **Respond to questions** that come from people out of the CC, which often means, send the questions off to the appropriate person/team rep.

--- All team reps are responsible to send Council Minutes (sometimes called "Council Notes, sent out by Council facilitator) out to their teams whenever they receive them. This means the Communication Team rep – at this time the same person as the Liaison, sends a copy of these council minutes whenever she/he receives them, out to all members of the Communications Team – see list below.

--- **Newspapers** --- deadlines for both are Mondays, information for the paper on the following Monday. Important: equal amounts of stuff to both papers, especially paid ads!

Sounder: Gabriola Sounder <derek@soundernews.com> Coming Events (free, to us, as his donation to the Commons, operating on the assumption that once in a while we will put in paid ads, which we do)-- each week, on Monday, Derek needs to be sent dates for whatever is coming up in the next few weeks. Even if you sent in the same information to him the week before, and the event won't have happened yet, he needs that email with that info again, or he won't put it in. Except for the weekly events (weekly work-bee). So, Commons Council, (1st Tues – put in date) 7-9 at the Commons, needs to be put in each week, plus anything else coming up.

Shingle: Shingle Editor <editor@flyingshingle.com> Monthly Calendar (free to community) Second to last Monday put in any events that will be coming up in the next month. Also, can send in at that time any short descriptions of stuff at the Commons, photos, and short articles. She will use them when and if there is space. See below.

Articles: Derek has offered to do his "Common's Corner" again whenever there is space, for free. 250 words. Likes to have several on hand, and will put time-sensitive stuff first when requested. Shingle will take small stuff, also for free, and put in if/when there is space. Also photos with captions. It is important to make an effort to give the Shingle the same amount of articles as the Sounder, but different ones, or, the same ones changed enough to be seen as articles on the same subject but not the same.

Sharon McInnis <sharon9320@gmail.com> has been doing a series for the Sounder – contact her, and if she's still willing, she'll send stuff to you, and you send it on to Derek. A plea could go out in the "needs" portion of the COM report to council and the CC, for people to write 250 words about what the Commons means to them/why they participate ---?

--- **Website** --- send CC notes, as above. Also feel free to be in touch with Hans about what he needs, and how to do whatever that you need. He was on the COM team for years and is

very techy – as is Doug McKnight.

--- **Brochure** --- Doug McKnight <lads@shaw.ca> has agreed to continue to help with this, if necessary, and Jinny Hayes will also. If someone wants more copies, new photos could be put in, or not. Best way to do the printing is at Eternal Flow.

At the moment they –Eternal Flow -- have a copy of our latest brochure on file, and I just printed some.

There are two plastic brochure boxes on the Commons; they need to be kept full.

--- **Membership list** --- you don't have to print it out. You're just the repository of it, in case of need. When you get it from the membership person – at the moment Linda (see COM list), forward it also to the Trustee Co-Chairs – at the moment [Robbie Huston <robbie.gabriola@gmail.com>](mailto:robbie.gabriola@gmail.com) and Jinny (Virginia) Hayes<Vhayes@uvic.ca> I've already forwarded the latest.

--- **Events** --- A Commons table needs to be set up at all Commons Events, and sometimes at other community events. This is something the COM team has traditionally done in conjunction with the Trustees. Stuff like membership forms, brochures, and photos/information posters.

Membership forms that anyone collects at events have to go to Linda --- she lives near me so I've been dropping them off. You may need some other transfer mechanism, like for her to pick them up from the COM slot inside the door of the office, which is not locked.

Any photos sent in for the Commons get forwarded to Richard. These can then be used for the papers or the brochure, or slide shows, etc. ---

--- **Board of trustees of the GCF** --- the COM rep. works with/keeps in touch with, the Trustees, helping to maintain clear communication with the membership and Gabriolans in general, to both educate people about the Commons and to raise the profile of the Commons. Ideally, though by no means always, the COM rep is a member of the Trustees Team, and makes a report to trustees meetings whenever she has anything to report.

--- **Team Contacts list** --- update this list at least once a year, and periodically at Council remind Teams to let you know about any changes in contacts as they happen throughout the year. The up-dated list is sent immediately to: Website Manager (Hans), Membership Person (Linda Markewitz), Council Facilitator (Stef Marrie), Trustee Chairs (Jinny and Robbie), and all of the Team Contacts on the list. See below.

Communications Team:

Website --- Hans Van Kessel <hvkgab@gmail.com>

Common's Communiqué --- Imogen Whyte <imogencwhyte@hotmail.com>

Membership --- Linda Markewitz <lmarke03@shaw.ca>

Flicker photo site -- Pullano Richard <richard.pullano@gmail.com>

Brochure & Welcome Wagon & U-tube video --- Doug McKnight <Alads@shaw.ca>

[Occasional editing – Patsy Ludwick -- <pjludwick@gmail.com>](mailto:pjludwick@gmail.com)

***The Flying Shingle* free Advertising policy**

As there are over 100 community groups on Gabriola, many with advertising needs beyond their budgets, the following is *The Flying Shingle's* policy regarding requests for free publicity.

The Flying Shingle has a monthly Community Events Calendar, which is subsidized by Mid-Island Co-op, Broken Arrow Manufacturing and the *Shingle*. We will publish the name, date, time and location of every event about which we receive notice by deadline (the Monday before publication – see website for CE page publication dates). Short (150 -300 word) submitted articles about events are triaged onto the monthly CE page, based on where they fall in a continuum of submitted articles from for-profit to non-profit and whether they are of service to the community.

Non event-related submitted articles may also be added to the monthly Community Events page for free if room permits.

We also allow for the occasional short submitted article (300 words) as a service to those who are conducting a paid ad campaign (minimum business card sized ad) for their event in the *Shingle*.

Finally, we will try to get press releases into the paper depending on whether there is room after all the paid ads and articles, news, regular and guest columns, and letters have been inserted.

With the exception of those articles accompanied by a paid ad, we ask that submitted articles meant to be published in the *Shingle* be different from those sent to the *Sounder*.

✧ **Gabriola Commons Teams – October 1, 2013**

Code	Teams/Groups/Projects	Coordinator/Rep	Email
CCC	Coordinating Council TBA	Stef Marrie	smarrie745@gmail.com
COM	Communications		
EEV	Elder Eco-Village	----	(currently inactive)
GCB	Board of Trustees Co-chairs	Robbie Huston Jinny Hayes	Robbie.gabriola@gmail.com vhayes@uvic.ca
GWT	Grant Writing	George Szanto	GSzanto@aol.com
INF	Infrastructure	Judith Roux	rouxmackay@shaw.ca
LOT	Learning Opportunities	Mary Wilson	mary.gabriola@gmail.com
LRP	Long Range Planning	Judith Roux	rouxmackay@shaw.ca
PMT	Property Management	Mary Wilson	mary.gabriola@gmail.com
STC	Share the Commons	Susan Yates	susanemilyyates@gmail.com
TAGS	Trails & Green Spaces	Kit Szanto	kszanto@telus.net
VPT	Events	Stef Marrie	smarrie745@gmail.com
FMT	Farm Management	Sharon Pattison	Sharon.pattison@gmail.com
	South Gardens (Allotments)	Janet Miklas	commonsouth@gmail.com
	North Gardens (Allotments)	Alison Fitzgerald	afitz@telus.net
	Namaste Gardens (Allotments)	Sharon Pattison	sharon.pattison@gmail.com
	GROUPS AND PROECTS		
COV	Covenant Group	K. Louise Vincent	klvincent@shaw.ca
SCR	Timberframe Structure		
CMK	Community Kitchen	Judith Roux	rouxmackay@shaw.ca
GBP	Bike Kitchen	Victor Anthony	victorsez@gmail.com
LAB	Labyrinth	Mary Aitken	aitken_969@hotmail.com
CPR	Conflict Prevention & Resolution	Mary Aitken Muriel Weins Shelagh Huston	aitken_969@hotmail.com fuzbuzz@shaw.ca shelaghuston@shaw.ca