

Commons Coordinating Council (CCC)
ZOOM Meeting of July 7, 2020

Present:

Deborah Ferens, Louise Amuir, Maya Ruggles, K. Louise Vincent, David Lightly, Doug Scott, Bob Andrew, Don Smardon, Brenda Fowler, Jan Pullinger, Heather Menzies (Recorder)

Guests: Carol Ferguson & Mary Ann Richards (Gabriola Arts Council (GAC)

Bodil Ellins, People for a Healthy Community (PHC)

Co-facilitators: David Lightly & Don Smardon

Welcome/Acknowledgements/Check in.

GAC:

Carol Ferguson, Executive Director (ED) of GAC, presented plans for the 2021 Cultivate Festival proposed for July 1-4. It will feature two days of theatre followed by two day of music. She wished to confirm dates and move forward with initial planning.

Action: Heather to ask Teams to register any objections/concerns with proposed date before July 17 so GAC can begin booking acts.

Action: Trustees to review & update an MOU for 2021 with GAC representatives.

Action: Sharing the Commons team to find someone to serve as liaison with GAC, as in the past.

20-minute Discussion: Commons-PHC Process & recent tensions

Led by: Process Team

Background, largely supplied by Brenda Fowler, ED of PHC: last year, Brenda was applying for a \$25,000 grant for something outside the Commons, but which would cost only \$19,000, and she wanted to top up the request by \$6,000. She reported this (though not the specific amount) at her monthly meeting with the Commons Trustees who act as liaisons with PHC (Sept. 2019), suggesting that the extra money might go toward irrigation in the North Garden, and this was duly reported to a subsequent Commons Council meeting. She also had an informal conversation with some of the south gardeners about using it there instead, and this became the plan for the grant if it came through. When she announced the receipt of the grant at a recent Council meeting, it prompted some disrespectful and generally negative responses.

The discussion that ensued was passionate and honest, with a great deal of anguish, respectfully expressed. From the PHC came acknowledgement that mistakes were made, that process was not properly followed. From the Commons came acknowledgement of misunderstanding.

Many comments spoke to themes/issues that lay beneath the surface. [The quotations that follow are without attribution because what's intended here is to convey the sense and tone of what was said, rather than who said what.]

- The Commons and PHC are almost "sister organizations," caring about many things in common, such as food security; yet the organizations are also very "different in their mandates" and in how they operate. This can include the different time lines they sometimes operate on, grant deadlines being one.
- The recent episode has "re-opened an old wound. The relationship between the 2 organizations is deteriorating," and needs to be addressed.

- This is vital because the Commons and the PHC are “at the heart of Gabriola.” As well, most people associated with the Commons “care deeply about PHC” and support it on an individual basis. Plus the Commons has a history of working to accommodate the PHC. So “let us truly work this out.”
- The episode has also shone a light on the Commons, suggesting “we need to work on ourselves, some of our institutional issues.” “We have a shitload of stuff to do” not just what’s on our plate as the Commons, but what we need to talk about. “Strategic re-assessment” is required.
- **Action:** The Process team will create a “6 hats” exercise focussed on the Commons-PHC relationship, with one question chosen by each organization. It was understood that any internal review and reflection on the Commons was separate from this.

Team Reports:

Long-range planning (Deb Ferens):

The theme for an event marking the 15th Anniversary of the Commons will be: “Stewarding the Commons Today and Tomorrow.” The team also envisions turning the Commons farm house into a Commons Stewardship Centre, home to a “community of communities” of like-minded organizations on the island who might share one room with filing cabinet and other resources (see attached full report from team, Attachment A).

Property Stewarding Team (Bob Andrew):

The reservoir is almost complete. The next phase will involve digging around the Commons to install pipes and this will be messy! Also, contrary to dire rumours, the pond is full.

Finance (Maya Ruggles):

A lot of the work that Deb has long done (including making deposits) is transitioning to Maya as the new Treasurer. The team’s mandate is being modified to explicitly state its anti-racism and related stance. Don Smardon is continuing to seek clarification on 3rd party liability and exploring alternative insurance providers that guarantee this clarity. Deb has completed the year-end books. Heat pump rebates have been received. Monies available for the reservoir are down to \$7,000 (see attached full report from team, Attachment B).

Communications (Jan Pullinger):

The team has revised its mandate and also developed a detailed, long-range communications plan for the Commons (see attached full report and related docs, Attachment C, D, E & F).

South Gardens (Doug Scott):

The gardens are “looking great,” with all of the plots taken. The stewarding part of this seems to be “on a better track” too, with people getting the concept of sharing responsibility.

Trustees (Maya Ruggles):

All the MOUs are signed. They are seeking a replacement for Stuart Wulff (see attached report, Attachment G).

Sharing the Commons (Heather Menzies):

The team wants to explore expanding its mandate from being a passive “entry point” for new projects and groups coming to the Commons to actively seeking out possible collaborations with other like-minded groups/organizations in the community. The team is also seeking new members, especially bringing new thinking to this exploration.

Farm Team (Heather Menzies):

This wasn't a report as such, but a note stating that the team has not been meeting formally in a designated space and at a designated time. Rather, it's drifted into the habit of members holding ad hoc discussions about what work needs to be done and how to proceed with it during the Saturday morning work bees. This keeps things fluid and responsive to changing circumstances on the ground. But it also leaves this team and its actions out of sync and potentially out of touch with other teams and the processes that are more formal. Still, its existence speaks to the potential creative tension between this more anarchistic oral form of commoning and related decision making, and the more procedure-directed processes that are followed by other teams and the Coordinating Council.

PHC (Brenda Fowler):

PHC is currently shifting from Covid-response mode to a new model of operating for the foreseeable future, on everything from program for seniors to food security to respite care. Food security is coming back to 4 days a week. PHC is registered with the Federal Gov't for student volunteers to help with its expanded workload.

An emerging issue/question is what to do as winter approaches? The PHC space is too small for effective social distancing; yet people want to come inside to be warm.

“Things still intense.” The PHC appreciates everything being done, including by the Commons.

Meeting format: There was a strong desire to hold the next meeting in a face to face format outside, though the days will be getting shorter. At least one person noted that they would not attend as part of a personal policy of avoiding group gatherings. It was noted that people seem to be adapting to Zoom.

Next Meeting: Aug. 4 at 7 pm

Co-facilitators: David Lightly & Don Smardon

Note takers: The Process Team

ATTACHMENTS

A. Long Range Planning Report

July 7, 2020

It's the 15th anniversary of the Commons. An important moment to acknowledge what has been accomplished in the past 15 years: paying off a half million-dollar mortgage; big projects such as Community Kitchen, new roofs on Goat Barn & House, solar panels, Timberframe, equipment shed, hedge, parking lot upgrades, signage, septic, reservoir.

LRP had been planning a proposal to bring forward for the 15 year anniversary: a Commons gathering in keeping with ones we've had in the past every 5 years (2005 - Dream to Design; 2010 Visions and

Voices; 2015 - Passport to the Commons). Proposal for 2020: Stewarding the Commons - Today & Tomorrow.

Covid-19 interrupted the plans but there still may be something we can do to mark the 15 years with a focus on stewardship.

Two ideas for consideration as follows:

Proposal for Council: Shape meetings that reflect the workings of a Stewardship Agreement in which the focus would foster robust and interesting discussions around action plans and projects centered on these 3 main areas of stewardship (see discussion points below). This would take up the bulk of the meeting time:

- a) Ecological: sensitive ecosystems, green spaces, trails, invasive species, wetlands, riparian areas, biodiversity, interpretive signage, learning opportunities etc.
- b) Agricultural: community agriculture, local food security, community plots, community kitchen, demonstration gardens, farmers market, learning opportunities,
- c) Multi-purpose: indoor and outdoor spaces for social, recreational, cultural, entertainment activities, learning opportunities, etc.

Proposal for a Commons Stewardship Centre

- Starting with the entry and upstairs of the "Farmhouse" as a Commons info centre, also sharing space with community groups as an office and information centre equipped with photocopying, computer access, etc. and meeting rooms, tables and chairs, with use scheduled according to need (available over day/ evenings/weekends), bulletin board, posters advertising upcoming events, perhaps with video running in the lobby about the Commons (Need to control access?).
- This would give groups a presence on the Commons, for a token to cover expenses, taking turns meeting the public. They would not be "tenants" but fellow stewards.
- We could have special signs/vests to indicate people able to answer questions about the Commons. The Commons needs to recognize and identify opportunities for participation (including the Saturday workbees with lunch and conversation!).

B. Finance Team Report to Trustees (June 23rd) & Commons Council (July 7th, 2020)

(Deb, Suzi, Don, Maya)

1. A suggestion arose during our acknowledgement (added to Finance agenda on June 8 in light of anti-racist movements and demonstrations around the world): to revisit the Finance Team Mandate and discuss how our Commons Finance lens can work with/towards anti-racism, anti-misogyny and ecocide. We will keep this on our agenda.

2. The transition of financial tasks from Deb to Maya is in the works. Right now, while the team is not meeting in person, that includes: checking the boxes, writing cheques and getting signatures, counting money, preparing and delivering deposits, releasing CAFT, keeping track of team and project budgets, keeping files, and coordinating with Suzi for her bookkeeping work.

3. Don continues to research our insurance. We are clear about property insurance; what needs more clarity is our liability insurance and what the implications are for 'third parties', including all the other organizations that we share the land with. This arose around an MOU that we hold with one of those organizations. We are seeking to develop more consistency across MOUs. We are looking into alternatives insurance providers.

4. Suzi completed and sent application for 2 heat pump rebates. We were expecting a cheque sometime in the next 8 weeks; as of this Council mtg, cheques have arrived and are in the bank.

5. Deb is working to complete our March 31st year-end books. Package can be sent to Accountant and we can roll over to a new year. As of July Council, year-end is done and ready to take the accountant.

6. Reservoir budget as of June 11, 2020 is \$7407.53

We're looking into developing financial guidelines around budgeting: e.g. not overspending; can be the backbone for a future budgeting workshop.

C. Communication Team. Report to July 7, 2020 Commons Council Meeting

We met x 1 June 18 on **Jan Pullinger's deck**

Extensive discussion of Commons issues & future, messaging, potential hurdles, etc. and also the July 7th 20 minute discussion topic.

1. Mandate

Finalized for 2020-2022. For ratification tonight. Was attached to July 4 e.mail.

2. Website

Website has been migrated to SiteGround; both old and new sites are up, but the new one is not public yet. Colleen and Jinny continue to work on site flow and content. Self-bookings will be possible on the new site; this will be set up last.

3. Language Statement "Talking about the Commons"

Important for a clear Commons identity. Also sent out July 4 – open to comments and suggestions.

4. Communication Plan

For internal use by COM Team to facilitate and coordinate info in and out for the Commons. Also open to comments and suggestions.

5. Brochure & Rackcards

Still in progress.

6. Info boards and history project

Also still in progress, but getting closer. Info boards to go into house for when it opens; Historical tidbits to be posted around the Commons.

7. Would like to expand the team

Please volunteer. Taking on a single task would be useful and we do not meet in person very often.

8. *Sounder* articles

Nancy is seeking ideas and drafts for our monthly article about the Commons; consider our role in the community in agriculture, ecology, and community wellbeing. Email: nhpeirce@gmail.com or communications@gabriolacommons.ca

D. Communications Team Mandate (July 2020) [Previously circulated to all Team Reps]

Mandate

The Communications Team (COM) facilitates the exchange of ideas and information about the Gabriola Commons, among Commons teams and individual participants, and between the Commons and the Gabriola community.

Objectives for 2020-2022

1. To enhance knowledge and understanding about the Commons
2. To promote community participation in the activities of the Commons
3. To encourage the exchange of ideas, concerns and hopes for the Commons

Strategies

1. Guide the consistency of the Commons communication identity, eg, logo, colours, font, signage, maps, print materials, messaging, etc.
2. Maintain the Communiqué (electronic newsletter)
3. Maintain the Commons website, assisting teams with posting of pertinent news and information.
4. Maintain an archive for photographs taken on the Commons.
5. Write and support others in writing articles for publication in the local newspaper, on the Commons FaceBook page, various blogs, and other media.
6. Act as the primary point of contact/liaison with various media.
7. Promote attendance at Commons events and meetings using various media as appropriate.
8. Attend and report regularly at Commons Coordinating Council.

E. Talking About the Commons: A Working Document June 2020

[Previously circulated to all Team Reps]

What is the Commons?

The Gabriola Commons is both a place and a way of being together as a community. It is 26 acres of land where Gabriolans come together in shared enjoyment, purpose and obligation. The Commons land is in the BC Agricultural Land Reserve and is on the unceded territory of the Snuneymuxw First Nation. The Commons people, through teams of volunteers, nurture and protect the rich, diverse ecology, nurture the land's agricultural potential, and foster shared community use for the current and future generations. It is truly a place where "land and people meet." It has a special and unique zoning in its Community Plan: "community commons".

The rich natural ecology of the Commons

The Commons is part of the rare BC Coastal Douglas Fir Moist Maritime Zone and it contains two sensitive ecosystems known respectively as 'mature forest' and 'wetland.' The seasonal Goodhue Creek and its riparian area nourish a large pond which is part of the largest watershed area on the island. One key purpose in stewarding the land is to protect and sustain these areas for future generations, both as part of the restful diversity of the area and as a wildlife corridor where plant and animal species build and clean the soil, recycle nutrients, and pollinate nearby crops.

Growing food on the Commons

There are 80 allotment gardens and they are used primarily by local residents and some community groups to grow food. There is also a Kitchen Garden and "Little Field" which supply quantities of food to feed people who volunteer at the Commons and to sell at markets; any money raised from sales supports the Farm Team expenses. There is also an orchard with a variety of fruit trees and several low bush berries. The Commons also keeps a "seed bank" containing a variety of seed-producing plants for future plantings at the Commons or by community members.

The Commons - a shared community space

Gabriolans and friends gather on the Commons in the cleared area near the former farmhouse and Community Kitchen for a wide variety of events such as the Spring and Fall fairs, festivals of art and music, family picnics, open air markets and more. The farmhouse offers spaces for meetings and activities while the Food Safe Community Kitchen, performance spaces, Poetry Gabriola yurt, tool library and soon, a workshop and pottery space may be used for shared activities. Paths connect the many areas of the Commons and provide access between North and South Roads. Tucked in the trees is a peaceful labyrinth to walk or sit and meditate.

Some community organizations are long-term tenants of the Commons such as People for a Healthy Community (PHC), a local social service agency; GERTIE, our community bus and the Gabriola Tool Library. Please contact these agencies directly for information about them.

Sharing our Commons

Gabriolans can book one of three meeting rooms upstairs at the Commons on our website: **gabriolacommons.ca**. Additionally, if you or your group has a proposal for an activity on the Commons, we invite you to contact the Sharing the Commons team through our website. This team's role is to provide a single entry point for using the Commons and to facilitate your idea through the decision-making process.

How we care for our Commons

Our Commons is a shared space where the "right of access" belongs to all Gabriolans. However, that right is not unrestricted. The Commons comes with as many responsibilities as rights, and community members who take up those responsibilities are known as stewards. Teams of stewards care for different aspects of the Commons, such as maintaining the property, planning and running events, promoting communication, managing the Commons finances, and stewarding the allotment gardens and so on. A full list of teams can be found on our website **www.gabriolacommons.ca/teams**. Commons decisions are made by consensus in each stewardship team and when necessary, at the monthly Council meeting where teams come together to share information and ensure the Commons is functioning smoothly as a whole.

This stewarding process is how Gabriolans manage the use of, and protect the built and natural environment of, this valuable community resource for present and future generations. Gabriolans who want to participate in stewarding the Commons are invited to come to a 10 am Saturday morning work bee or attend the monthly Council meeting on the first Tuesday of each month 7:00 pm in the upstairs of the farmhouse.

The legal structures shaping our Commons

"Community commons" were once part of the fabric and shared economic and social life of communities in many parts of the world. Today, in this part of the world, commons are rare which means there is no legislation or bylaws that inherently support them. After much deliberation, our Commons became a non-profit, charitable society with formal zoning (unique in Canada) called "community commons". Our Commons is part of the unceded territory of the Snuneymuxw First Nation and falls under the jurisdiction of the BC Agricultural Land Reserve (ALR), the BC Islands Trust, the Regional District of Nanaimo, and the Vancouver Island Health Authority.

The incorporation documents of our Commons require a Board of Trustees to be elected rotationally each year (for a 3-year term) and they are legally responsible for the operation of the Commons. In practice, however, the Trustees function as one of many teams that steward

the Commons in a non-hierarchical, inclusive decision-making process. This process can be slow but it results in sound, strongly-supported decisions. The Commons will soon be protected by a covenant to ensure we pass it on intact to our children and grandchildren.

All Gabriolans are encouraged to become members of the Commons. There is no cost; simply come to the Annual General Meeting and ask there to be put on the membership list.

Supporting the Commons

The Commons is a shared space and to care well for it well for ourselves and future generations, it needs as many Gabriolans as possible to contribute. You can give time and skills on one or more teams, come to the Saturday morning work bee, or help out with a special event or specific project. To find out more, you are welcome to come to a monthly Council meeting on the first Tuesday of every month at 7 pm in the upstairs meeting room in the old farmhouse. For more information: info@gabriolacommons.ca

Another important way to contribute is financially. Various donation types are outlined at <http://www.gabriolacommons.ca/donations.html>: eg, one-time, monthly, legacy and through cheque, bank withdrawals, or CanadaHelps.org. Our friends and neighbours, kids and grandkids are sure to appreciate whatever we can do to ensure the Commons, a place where land and people meet, is available now and in the future for all it has to offer

The Gabriola Commons is a place where land and people meet.

www.gabriolacommons.ca

F. BUILDING A STRONG COMMONS IDENTITY: DRAFT Communication Plan 2020

[Previously circulated to all Team Reps]

NOTES

This document is intended to guide and co-ordinate communication from the Commons to the community and beyond - ie any external communication - for the purpose of clarifying, in Gabriolans' minds, what the Commons IS and what it is NOT, and especially to clear up the confusion between PHC and the Commons.

This plan assumes the "Talking About the Commons (TAC)" document is used as a guide for communicating externally throughout 2020/21 with as few alterations in substance as possible. It also assumes that those writing external documents will find ways and places to use sections of the TAC document in their communication, using their own words where necessary to fit in with their own style, without altering the substance of what's said on these issues. We underscore the importance of not expanding, adding to, or altering the substance of these messages without consulting the

Communications Team. Building a solid, clear identity for an organization requires 'speaking with one voice', consistency in messaging over time, and a strategic approach to moving or changing messages. The Commons lack of a clear identity on the Island stems from a lack of using these basic communication principles and a co-ordinated approach to communicating outside the Commons teams.

Speaking effectively with one co-ordinated, consistent voice extends to visual communication. That is why any organization that prizes its identity has clear, tight, rules for using their logo without any alteration being permitted. We suggest the Communications Team is the 'keeper of the logo' and that teams wishing to use it work with the COM Team.

The visual includes colours, fonts and general layout of media releases and letters, whether print or electronic. Therefore, the COM Team (with others' input) has chosen two fonts that complement the logo, one for emails and other electronic communication (sans serif) and one for print (serif) will contribute to a consistent "look and feel" for the Commons. Anyone communicating as the "voice" of the Commons to the public would be well-advised to work through COM so as to stick as closely to this "look and feel" as possible.

NB: It is tempting to change styles, colours, fonts, and the (specific) messages we write, as using a consistent style gets boring for those creating the communication. It's worth knowing, though, that if "insiders" are not bored by the consistency of everything they see and hear, their communication is not very effective. Once 'insiders' hear the messages they are putting out coming back from the public spontaneously and pretty much verbatim, then and only then, is it time to advance or alter the basic messages. Jan suggests that the initial push to communicate effectively have a year's timeline with COM team and others listening for unprompted reiterations of our messaging.

One of the issues that keeps arising is that PHC is frequently confused with the Commons. If the Commons teams wants to change that, they need to do two things:

1) STOP TALKING ABOUT PHC ENTIRELY. In conversations, in emails, on social media, in letters, in media releases - talk about the Commons and NOT about PHC. Simply refer any questions about PHC to PHC. Talking about PHC, even to explain that it is separate or to clarify what it is, will serve to link PHC and Commons more tightly. Building a strong, separate, clear, identity for the Commons and letting PHC talk about PHC will result in the difference starting to be understood.

STRATEGY (draft - always)

Audience: Present community members, newcomers, Gabriola organizations, off-island individuals and/or organizations that provide services to the Commons.

Purpose: This is intended to:

- help co-ordinate and encourage consistency in external communication from the Commons and individuals connected with the Commons.

- build understanding of what the Commons is and what it is not among Gabriolans.
- Build a strong, clear, and separated identity for the Commons, apart from any of its lease-holders or groups using the Commons.

Types (Channels) of Communication:

- Website – Items to use the TAC with lots of white space and headers. People scan headers online and folks who do only that ought to understand the main message of the entire page.
- E-mails (including newsletters, etc.) - bulk emails, newsletters, team emails to community
- Social media - bits of TAC where possible
- Print
 - individual or bulk letters, info-boards/posters, notices, temporary and permanent signage, media releases/stories, pamphlets, etc.
- Speakers, recorded messages (phone, email)
- Tag lines on media releases, letters, etc.

Resources/materials

Brochures & Rackcards

Posters/info boards,

Business size cards

Logo, tag line

TAC document

Branded t-shirts, hats, water bottles, travel mugs, water bottle 'holsters', grocery, bags
....whatever "stuff" we sell

Signage

Logo and messaging, consistent fonts, colours, 'identity' photos.

Messages (Should be tracked so COM Team has an idea what story the Commons is telling over time)

- See Talking about the Commons (TAC) document for core messages.
- While teams will obviously have their own messages and stories to tell, we encourage the insertion of one or more pieces of the TAC be used where possible and in a way that fits into your stories. Over time, and across teams, we can start defining the Commons by doing this.

- Other messages should be consciously crafted so they fit with the overall story the Commons wants to tell while also highlighting specific issues.

Timelines/distribution: (what is the story the Commons is telling? How? When?)

(This [following] needs all the channels of communication filled in so we can see how often we are communicating and in which ways, ie, an overview of our organizational communication. COM may request that other teams add to this calendar on an ongoing basis for the first year and help track which TAC messages are being used.)

For each piece of communication proposed these questions need to be asked:

- Is this active communication (media, sent by email or letter) or passive (people have to log on to see it, ie, website, social media, etc.)?
- Why this communication? Why now?
- How does this fit within the larger strategy of the Commons to build an identity?
- Does this piece serve the bigger purpose of a communication strategy, deflect from it, or undermine it?
 - Year round: pamphlets at places Gabriolans tend to go. Library, restaurants, doctor/dentist, etc. offices, GAC, Agricultural Co-op, Mid-week market, small businesses - Colleen's, health store, meat market/deli, school, Gertie?
 - Winter: add coffee shop
 - Website - make changes in currently planned update and stay current.
 - Get Communiqué newsletters out regularly
 - Newsletter - can we broaden distribution? provide bits for other newsletters on the island?
 - Commons campaigns (eg, water reservoir project)
 - Posters and temporary signage - around the Commons, in meeting rooms, places where lots of people meet/go.
 - Events, fairs, etc. at the Commons and elsewhere.
 - Do regular media pieces. (Currently monthly in the Sounder, coordinated by Nancy Heatherington-Peirce.)

Checking our effectiveness:

Specifics To Be Decided: eg, track now, 6 months from now, and 1 year

- Personal - team members can ask people in their lives who are not involved in the Commons a couple of specific questions and see if the responses change over time.

- Find ways to elicit feedback. Contest? Prizes? Where people's entry includes a "what is the Commons" type of questions.
- Community poll with incentive to do it – ie, win a t-shirt or free pass to something, etc. Other ideas?
- "Listen" for feedback on all channels of communication. What are local people saying about the Commons? Does it reflect our messaging and a knowledge of the Commons?

Celebrate our effectiveness:

Share specific feedback about how the plan is working and find ways to thank those who are actively engaged in supporting the Comm team's efforts to communicate effectively.

Find ways to acknowledge and celebrate individuals and groups who contribute to the Commons and do so in the context of our main messages.

JP for COM. June 2020

G. Trustees Report to Council – July 2020

Given by Maya

- We started adding acknowledgement to our meetings, and discussed some more creative ways to do this, such as bringing a piece of knowledge/information (to include Indigenous voices)
- All MOUs are current, signed and filed. Next one will be GERTIE in October
- Our monthly check-ins with PHC are on hold due to COVID. Process team is facilitating a broader process to explore how the relationship between the 2 organizations can be improved.
- We are continuing to seek a meeting with the Pottery folks and STC to discuss how our zoning applies to this project, and might help shape a mandate.
- Don has been doing research around Canadian-based electronic document storage. He and David will do some testing of Sync. Cost for this service is \$8 per month, with unlimited users. We'll also work on developing a policy around both paper (filing cabinet) and electronic files, such as what to file and how long to keep files.
- Financial report: separate report (update reservoir budget numbers to June 30)
 - additional: we'll start process of changing our signers, from Stuart to Linda

- Getting quotes from alternative insurance providers. We have been unable to get clarity from our current provider about what is covered and what isn't.
- As the COVID taskforce works on our phased 'opening', the Trustees would like to include discussion of how the washrooms in the Farmhouse are used. We'd like these questions to be included in discussion:
 - o Are the washrooms public?
 - o Do the washrooms stay closed if/when?
 - o If they open who cleans and how trained?
 - o How the farmhouse is used?
- PHC Agriculture Canada: in addition to points from Finance, Trustees want to highlight the process for how grants that affect the Commons are applied for (ref. sections 9 and 11 of lease agreement). David (and process team) to read through 'backgrounder document produced by Finance team; other trustees to advise on points that need highlighting or adding.
- Nominations deferred to beginning of next meeting. Are there any suggestions for possible candidates?
- Other items deferred to next meeting: outside water usage, GAC dates for Cultivate 2021, Trustees Handbook.

F. Trustees Report to Council – July 2020

Presented by Maya

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