

# CC Meeting Notes May 6<sup>th</sup> 2019

Att: Allan, Vicki, Scott (fac), Chris, Duija, Alec

## **Minutes last meeting**

Read and approved

## **Manager Action Items**

- Updated first time free policy. Chris is waiting with sending out a Mailchimp until we have more items.
- Sent Chloe the proposal for borrowing the equipment. No reply yet.
- Drafted Independent Contractor Agreement and sent it out to the CC extended list for input. No comments as of yet.
- Posted the Annual Meeting minutes.
- Wrote draft about the Facilitator and Coordinator Committees.
- Trademark request was declined because there is a group called Embodied Dance. Chris asked a lawyer and the chance of winning an appeal is only 10%. We will let it go because it is clear nobody else will get a trademark on the name either and that was the reason we tried it in the first place.

## **Facilitator Committee meeting**

Alec is (still) on it.

## **Formally establish Facilitator and Coordinator Committees**

We approve the draft and reached consensus about asking the two groups to start forming committees that meet at least once a year. It would be good for each committee to have a point person who organizes the meetings.

Sandy is back as a coordinator.

## **Directors and Officers, appoint officers**

Legally we need to appoint officers. We reached consensus about giving the Executive Director and the Treasurer positions to Chris since he already does those jobs. When he leaves we may find two different people for those positions. Duija is the secretary and Scott wanted to be the Vice-President so we indulged him. 😊

## **Independent Contractor Agreement**

Our insurances don't extend to any independent contractors. Directors are covered but the Facilitators and Coordinators are not. We have to write into their contracts that they should have their own insurance, (and then they probably wont because it is very expensive and there is not much risk for them to be sued.)

We want to offer informational meetings about all the ins and outs of Independent contracting and especially also the benefits.

We will have a standard page with the Independent Contractor Agreement and an attachment with job description and compensation that can be adjusted.

#### Proceedings:

Chris will be talking to an insurance agent and will add the info into the Independent Contractor Agreement

We approve it

To implement this, Chris will send individual emails with W9 and contract attached.

We compile W9s into a password protected spreadsheet for Joan so she can issue the 1099s.

Chris will touch base with Doug, who had some input on this subject a while back.

#### **Priorities List**

We looked through the list. Some can be ticked off already.

#### **Mailchimp email to community**

First time free policy change

Community agreements, next month

Volunteers needed

Cords

#### **Financials**

Good

#### **Community Agreements**

Short list on the greeter table and board

Full copy of all the language in the binder and on the website

#### **Safety Policy**

On the agenda for next time.

#### **Keys Railyard**

We have an agreement with the Railyard that ED has three keys.

We have obviously more keys and we need more than 3. All facilitators and

Coordinators need one. Chris will email the facilitators and Coordinators to see who has keys and will talk to Elise about it.

#### **Next meeting**

June 3<sup>rd</sup> at 6.30pm at the Coop. Vicki will facilitate.

#### **Agenda**

Committees

Safety protocol

Independent Contractor Agreement

Mailchimp email

Keys

Action Items:

Chris:

- will be talking to an agent and will write down the info
- will touch base with Doug
- will email the facilitators and Coordinators to see who has keys
- will send out draft for committees to facilitators and coordinators
- will distribute the Community Agreements to table and website and binder

Alec

- will organize a facilitators meeting