

Minutes for Steering Committee Meeting - February 6, 2016

Location: FAB offices - Downtown Arts (61 E 4th St, New York, NY 10003)

Attendance: Mara, Oksana, Adele, David, Joe, Todd (Via Skype), Sam, Kay

Scheduling:

- Next Meeting: **February 15, 2016 (6:30pm, ILSC)**
 - **Prep: Look at Scoping's work stream documents. Invite IFT and workgroup facilitators. Reach out to grievance committee prospects. Look at Todd's [draft description of the REIC](#), make comments prior to this meeting and approve at this meeting**
 - Tasks:
 - Oksana will reach out to the IFT and WG facilitators to join the meeting
 - Adele will reach out regarding ILSC location
 - Sam will make agenda
 - Adele will reach out to grievance committee prospects
 - We will all look at Todd's [draft REIC description](#) and make comments prior to meeting
- Closed Work Group Consultation Meeting: **February 22, 2016 (6:30pm, ILSC)**
 - Tasks:
 - Adele will reach out to David Hughes re ILSC location (Done)
 - Who will email workgroups? Oksana.
- Public SC Meeting: **February 27, 2016**
 - Tasks:
 - Mara will reach out to 596 Acres for location = did that
 - Mara will announce date and location by February 17, 2016 via gmail calendar and general email. = created gmail account: reic.steering@gmail.com
- Work Group Join: **March 7, 2016**
 - Tasks:
 - David will try to book a location
- All Member Meeting: **April 28, 2016**
 - Tasks:
 - Mara will try to book the church = did that
- Additional Tasks
 - Sam will prepare minutes from this meeting
 - Sam will prepare the minutes for the agenda on the 15th (bulletpoints, outcomes we want to achieve)
 - Mara will form the email address for SC and send us details

- Mara and Oksana will create a draft Best Practices for communications for workgroups, committees etc
- Mara will create a draft best practices for SC communications
- Transition - How do we handle the transition from the Interim Facilitation Team (IFT) to the new Steering Committee (SC) -based governance structure?
 - Future meeting with IFT for a report from IFT on what their responsibilities have been so that we can take these responsibilities over (and/or delegate them to the appropriate people/committees) - when should we set this up for?
 - Future meeting with each Workgroup (WG) for a report from each WG on what their work product has been so that we can determine whether we should take over some of them and/or support their continued work - when should we set this up for?
 - **Notes:**
 - Report-backs/ consultation from each Working Group
 - What do they need?
 - How can SC take over/delegate roles, as necessary?
 - How do working groups fit in going forward?
 - What do we need to accomplish through the working groups moving forward?
 - Data?
 - What will the committees do?
 - PROPOSAL: Hold an **all work group meeting** to consult with working groups. A couple SC people meet with each working group to figure out what they were doing and how they see their role moving forward.
 - PROPOSAL: Meet with delegates of each working group to figure out their role moving forward.
 - PROPOSAL: Two meetings: (1) meet with existing WGs, (2) invite people to join new committees.
 - PROPOSAL: We need a list of questions for the working groups?
 - General
 - Work groups are about member education
 - Committees may be organized for specific tasks

- Legal Support 2016 - Discuss Todd's email (from 2/4/16) and the legal work that has been done and that we will need in the first quarter (Q1) of 2016.
 - Lines of work:
 - Securities law question(s)
 - Bylaws drafting support
 - Research into self-directed retirement account eligibility
 - Feb 8 - Call with Paula & Fordham Legal Clinic - anyone else want to join? (11:30am EST), **Call in:** (605) 475-5900, 309 0118 (we'll be on this line if you want to join; dial the pin SLOWLY - the system is finicky!).
 - **NOTES:**
 - Todd has been working with Paula re: Fordham Legal Clinic's role.
 - How do we delegate the role for creating the Bylaws?
 - subcommittee of Steering Committee?
 - Counsel with SC and other members? (similar to previous Gov WG role?)
 - We need to be educated as a SC, perhaps from the Legal Support team. Presentations? Invite them to meetings?
 - Three suggested key research questions?
 - What is our legal entity? What are the implications of each entity and combination of entities?
 - Securities law: How do securities laws apply to our funding model?
 - Privacy laws? Are we liable if our members' information is stolen?
 - PROPOSAL: Develop timeline with Scoping WG.

- Data & Funds management - discuss what needs to be done to manage our member information and member fees, and who should do this:
 - Data management - currently we have a Data Management WG (Paula and Dan) that does:
 - Member forms (@ Paula's office 596 acres - new ones from Jan 28 meeting either with Paula or Caroline)
 - [Airtable](#)
 - Email account management - currently a volunteer based system
 - Website - current *ad hoc* maintenance done by Caroline Woolard and others; we should review the process for archiving newsletters to the website and keeping the website current

- Brooklyn Cooperative FCU - Member Fee Account
- **NOTES:**
 - Data issues
 - Who has paid their dues?
 - Who is a new member?
 - Email account management. Who is responsible for watching the emails?
 - How are we tracking attendance in relation to sustaining membership?
 - Who is in charge of the member fee accounts?
 - Are there fees that have been collected that aren't tied to people?
 - Are there members that haven't paid?
 - PROPOSAL: Remind people who have paid but not come to a meeting that they aren't members yet and need to come to an all-member meeting. Remind people who have signed up online to come to a meeting and pay.

- Governance during SC phase - discuss the structure we would like to put in place to ensure we can achieve our goals as stated in the [Charter](#):
 - Do we appoint officers/line-of-work facilitators?
 - Do we create committees?
 - Do we transition some WGs into committees and/or task forces? (see item **[WGs for Q1/Q2]** below) - if so, does formalizing a WG into a committee (versus forming it *de nihilo*) mean that we are treating this WG different from other WGs in a way that would disempower the other WGs?
 - Do we create advisory committees to assist with technical/specialty matters?
 - Other suggestions?
 - **NOTES:**
 -

- Create grievance council
 - How? Elections? Form similar to WGs (i.e., self-selection)? Appointed by SC?
 - What timeline?
 - **NOTES:**

- PROPOSAL: Give location for grievance committee to meet. People can show up.
 - PROPOSAL: Invite people to join the committee at the first all-member meeting.
 - General
 - This may transition into a mediation center
 - PROPOSAL: Grievance committee will be formed with the primary role of being mediators for Member conflicts. They are empowered to organize recall elections as well. People will be invited to join at the first all member meeting. We will reach out to people (possibly people who didn't make it onto the SC) to join the grievance committee.

- Communications policy - develop and adopt a standardized method for internal communication within the REIC
 - How? What timeline?
 - **NOTES:**
 - ISSUE: Members don't have all the information they need, or they have too much information. People's inboxes are getting flooded, and it is difficult to find key information when it is needed. We need to figure out how we manage communications.
 - The newsletter has served this purpose to some extent
 - PROPOSAL: Develop some kind of intranet? Cell communications? (<https://cel.ly/>)
 - Who will manage the text messaging system?
 - PROPOSAL: Develop a calendar that is updated regularly
 - PROPOSAL: Business management software for communicating with data management and other workgroups
 - PROPOSAL: Develop a best practices tip-sheet for communications within working groups. (Mara and Oksana will coordinate this)

Steering Committee Charter:

<https://docs.google.com/document/d/1dpDA7NajDcmJCA-x6rxLssiHnxA5IkjvNNGgAptpsml/edit>