

[Membership Committee] Meeting Notes 16 July 2024

DATE: 16 July 2024

Charing: Alex Apt. 37

Attending: Alex apt. 37, Keisha, Jazmin, Daria, William, Jacob, Fran

Agenda:

1. Scope of the group
2. Waitlist
3. Website
4. Bylaws
5. Social Aspect of the co-op

Notes

Scope of the group

Education

1. Board training
2. Coordinate with Horseshoe and CFH for available resources
3. ***No immediate actions required***

Social

1. Social events
2. Decide what to do with the common areas

Communications

1. Website
2. Maintaining external email and responding to inquiries
3. Press releases
4. Internal communications

Website

Working Group: Alex, Daria, Keisha, Jacob, potentially a person from a maintenance committee to chip in into maintenance section content

- Ask Emily about the domain she bought to use it with relaunched website

- Create Logo for the website
 - Create Content for the website
 - Create wireframes for the website
 - Decide on hosting option
1. Members Section (authentication protected, no ability to register, only log in)
 1. Maintenance Section (potential content: information how to submit a form for repair, availability to submit form for repair)
 2. viewable bylaws
 3. training portak
 4. archive of the minutes
 5. HUGE MAYBE: virtual calendar of upcoming events in the building
 2. Public Section
 1. About Us
 2. Contact Us
 3. Media Page/General Information
 4. Thanks to donors and people who helped us page
 5. How to setup a co-op (request from the city)
 6. Waitlist

Bylaws

1. We have to accept the occupancy bylaws
2. Bylaws have to be approved by the members of the coop
3. Alex has shared the bylaws we can use as a base

Further Steps

Next meeting: August 1st 7PM

1. Read the proposed basic bylaws and see if we want to amend those (attached in the whatsapp group)
2. Come up with an updated logo that better represents the co-op
 1. Ask people in the building for the submissions
 2. Alternatively, hire someone of Fiverr to make one
3. September launch event working group
4. Create a mockup/wireframes for the website
5. Decide on the Panel of the interviewers for the new members (3 people) - not required for the August meeting