

## **Membership Selection Committee Meeting – Nov 24, 2024**

**Attending: Alex, Mike, Daria**

**Regrets: Rachel**

**Minutes: Alex**

### **1) Debrief on the first round of interviews**

- Everyone liked all the candidates
- The process of getting the proof of income & landlord references could be a bit smoother
- > In the future we should ask people to bring these to the interview
- People were okay with the division of labour, down to keep it relatively informal moving forward

### **2) Firming up the process**

- Mike drafted a follow up letter to those who have applied; Alex made some minor changes and has sent them out to all applicants, received a few responses from people thanking us
- Some discussion about the selection process: several people appeared to have been told they may be eligible for a unit for Jan 1<sup>st</sup>; just wanted to confirm that we are not picking from multiple candidates, just screening each person for a place on our external shortlist (which is then chronological, based on when they submitted their application)
- No need to follow up with first round of interviewed applicants to let them know they won't be chosen for Jan 1<sup>st</sup>, but we should follow up to let them know they were approved for membership and are now on the short list; Mike to draft this letter
- Need to figure out what the process of screening/accepting people from the Access to Housing waiting list will look like
- > We could add a bit about this to our website; would be good to see how other co-ops do this (by including a 'are you low-income? Consider applying to the City's Access to Housing List')... make sure we're added to the Access to Housing waiting list as an option people can select
- Suggestion that we plan to meet with Mary Margaret from Corktown co-op about this process (Alex will reach out and try to schedule a meeting for sometime next month)

### **3) RentCheck**

- An online service for conducting credit & landlord checks
- \$30 per search (includes tenant look up, plus Equifax and Transglobe Credit checks)
- Suggestion that we have a two-phase screening process; first we interview applicants, and then only if we think they might be a good fit will we move forward with a credit check;
- We'll need to submit an initial budget for the committee... suggest we ask for \$100 to start, and then just top it up each year as needed; there's currently a budget line for 'marketing' that could potentially work in the meantime

### **4) Maintaining the External Waitlist**

- Alex has started inputting applicants into a spreadsheet; will keep plugging away at this
- Spreadsheet will just include the applicants' name(s), contact info, and which units they are looking for; we will keep their full applications separate; some talk about possibly connecting the application form on the site so that it automatically adds information to a spreadsheet/database; will look into this option as we're working on updating the website