



## MEETING SUPPORT SERVICES INTAKE FORM FOR CO-OPS

CHF BC needs to understand the nature of your co-op's proposed meeting and your co-op's organizational structure to properly provide meeting support services. Please answer the following:

### Step 1: Basic Set-up

|                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
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| What <b>type of meeting</b> are you planning?                                                                                                                                                                                                                                                                                                                                                                                           | <input type="checkbox"/> AGM (annual general meeting + election)<br><input type="checkbox"/> Other general meeting (with secret vote)<br><input type="checkbox"/> Other general meeting (no secret votes)<br><input type="checkbox"/> General meeting with special resolution<br><input type="checkbox"/> Board meeting<br><input type="checkbox"/> Other (please describe):<br><br>*Secret votes may come up in the course of a meeting:<br>just indicate your current plan. |
| What <b>format</b> will your meeting be?                                                                                                                                                                                                                                                                                                                                                                                                | <input type="checkbox"/> in-person<br><input type="checkbox"/> virtual<br><input type="checkbox"/> hybrid (in-person and virtual)                                                                                                                                                                                                                                                                                                                                             |
| What is the <b>proposed business</b> of the meeting?                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Are there any proposed resolutions requiring a vote by <b>secret ballot</b> ? **                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| What is your <b>preferred date</b> for the meeting?                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| What is your <b>preferred time</b> for the meeting?                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Do you have any <b>alternate dates and times</b> ?<br>(Chairs and other consultants may have other commitments.)                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Who will be <b>chairing</b> the meeting ?                                                                                                                                                                                                                                                                                                                                                                                               | <input type="checkbox"/> CHF BC*<br><input type="checkbox"/> co-op                                                                                                                                                                                                                                                                                                                                                                                                            |
| <p>*CHF BC chairperson services are available at our current member rates of \$165 per hour (with a two-hour minimum meeting commitment). These rates may change. Please check CHF BC website for current rates.</p> <p>For <b>virtual and hybrid meetings</b>, there is an additional hour for preparation meetings. For <b>in-person chairing</b>, there is an additional hour for travel. <b>Chairing is a separate service.</b></p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| If CHF BC is chairing your meeting, how would you <b>prefer the chair</b> to be?                                                                                                                                                                                                                                                                                                                                                        | <input type="checkbox"/> in-person<br><input type="checkbox"/> virtual                                                                                                                                                                                                                                                                                                                                                                                                        |

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| Which <b>meeting service package</b> are you requesting? | <input type="checkbox"/> Full meeting package with secret votes (\$436)<br><input type="checkbox"/> Full meeting package (\$355)<br><input type="checkbox"/> Minimal meeting package (\$260)<br><input type="checkbox"/> Election Support Only (\$260)<br><input type="checkbox"/> Hybrid Support Only (\$275 + transportation fees)<br><br><small>*Please note that these prices do not include tax. For a full breakdown of what is included in these packages, please see the current fee schedule on our website.</small> |
| Are you interested in our <b>meeting add-ons</b> ?       | <input type="checkbox"/> Meeting Owl Add-on (includes in-person support and 2.5-hour use of a meeting owl)<br><br><small>*Please note that you need an existing package to use this add-on.</small>                                                                                                                                                                                                                                                                                                                           |

\*\*If the co-op requests a vote by secret ballot (including board elections), there is an additional fee. This fee can be embedded in a service package. CHF BC needs to recover the cost of using the digital election platform. Each election not included in a service package will trigger a platform fee (e.g. run-off elections); meetings that extend over two hours will trigger additional staffing support fees.

## Step 2: Preparation meeting

A preparation meeting is recommended to ensure the co-op board, CHF BC staff and CHF BC consultants understand and agree on how the meeting will operate, including meeting agreements, voting and speakers lists. All who are planning to make a presentation or play a leadership role at the meeting should attend this preparation meeting. Normally the preparation meeting takes about one hour.

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| Please provide a few dates and times <b>7 - 14 days</b> before the meeting for the preparation meeting. |  |
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## Step 3: Tailoring Your Meeting

We need to confirm how members will join the meeting (e.g. Internet browser, mobile app, calling in by phone, or perhaps attending in person in a mixed mode meeting). This is needed to determine the most suitable platform for your meeting, to ensure everyone can connect, and to assist with determining whether quorum is reached.

CHF BC can create a slide presentation that will match the different agenda items and assist with transitions between different sections. This can be branded for the co-op. This will include instructions about use of the platform, meeting procedure and agreements, your meeting agenda, and proposed resolutions.

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| Which <b>membership</b> model does the co-op use?<br>Check all that apply.                                                                                                                                                                      | <input type="checkbox"/> Joint membership<br><input type="checkbox"/> Principal and associate membership<br><input type="checkbox"/> One-member-per-unit                                                                                                                                                                                                                                                                                                                                                                                                                   |
| How many members does the co-op have?                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| What is <b>quorum</b> for a valid meeting?                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| How does your co-op address <b>land acknowledgements</b> ?                                                                                                                                                                                      | <input type="checkbox"/> We carry out our own acknowledgements<br><input type="checkbox"/> We request that CHF BC make the acknowledgment(s)<br><input type="checkbox"/> We do not carry out land acknowledgements                                                                                                                                                                                                                                                                                                                                                         |
| On which First Nations' territories does your co-op operate?                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Do you have a <b>member list available</b> that includes unit numbers and email addresses for all members?*                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| If there is an in-person component, how many members do you anticipate attending in person?                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| If there is an in-person component:<br>1) Where will be held?<br><br>2) What is the occupancy load for the space (e.g. how many people can the space fit)?<br><br>3) Does the co-op provide wi-fi in this space?<br><br>4) Does the co-op have: | <input type="checkbox"/> Co-op meeting room<br><input type="checkbox"/> Other co-op indoor common space<br><input type="checkbox"/> Courtyard or other outdoor space<br><input type="checkbox"/> Other<br><br><input type="checkbox"/> Yes<br><input type="checkbox"/> No<br>Please add info below if your meeting is hybrid:<br><br>WIFI name: _____<br><br>Password: _____<br><br><input type="checkbox"/> Projector<br><input type="checkbox"/> Projector screen<br><input type="checkbox"/> Laptop<br><input type="checkbox"/> TV<br><input type="checkbox"/> Speakers |



\* A list with email addresses and phone numbers is preferred: only those with email access will be able to enjoy the full remote experience. If you don't currently have a full list, can the co-op collect this information? Please make sure you provide the list as an Excel spreadsheet.

\*\* Identifying how each member will join is necessary to find a way to accommodate everyone. Does the co-op have an existing accommodation plan?

## Step 4: Confirming Contacts

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| Co-op Name:                                                                                                                                                  |  |
| Who will be the <b>official board contact</b> for the purposes of signing a contract?<br><br>Please provide phone number and email address.                  |  |
| Who will be the primary contact person (if different from above)?<br><br>Please provide phone number and email address.                                      |  |
| Who is your staff contact? (as an alternate contact)<br><br>Please provide name of property management company (if applicable), phone number, email address. |  |

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## Reminders

### 1. Your co-op will need:

- Its current **Rules** – date-stamped by the Registrar and including any subsequent special resolutions filed)
- Any current **policies relevant** to the business of the meeting
- The **Notice of Meeting** if prepared
- The proposed **Agenda**
- **Meeting agreement/Rules of Order** (if applicable)
- Sets of **minutes** that require approval
- Any regular **resolutions for consideration** (where known in advance)
- Any **special resolutions** for consideration at the meeting
- Other meeting materials such as budgets, recommended housing charge, reports, proposed policies, etc.

If the Co-op is hiring a CHF BC Consultant Chair, these documents should go to the Chair.  
If the Co-op is just using CHF BC Virtual Meeting Service, the Co-op will need to provide these documents to CHF BC (Co-op Services).

### 2. To ensure members are able to access the virtual platform and offer something that can be used as a sign-in sheet, please provide the following:

- A list of members, ideally organized by address. Please include an e-mail address and phone number for each member (where available). This list should be sent as an Excel spreadsheet. This is important to confirm how members will join the meeting.
- Where members are not all participating through a digital platform (i.e. Zoom), information on what accommodations the co-op is making so that all members can meaningfully participate.

### 3. Preparing the board for the meeting

- Identify who the speakers will be for the meeting from the co-op
- Identify any external speakers and provide their contact information
- Identify any guests to the meeting
- Identify who confirms **member attendance** as participants join the meeting to determine quorum and who will **take minutes**
- Identify whether there will be an in-person meeting element
- Discuss how you want to manage member discussion (e.g. members can chat with Chairperson only or members can see each others' comments)
- Is there any other information you want to provide or request from us?