

Actions & Decisions from Operational Planning Session, April 14th

In attendance: Stuart Clark, Julie Jenkins, Chelsea Friesen, Siobhan Brown

Action	Steering?	Lead	Involved	Timeline
Review organizational model and send to Julie/Stu	Approval	Siobhan	Stu & Julie - Review	May 9
Stu & Julie to review draft Theory of Change and provide comments. Siobhan to bring to steering.	Approval	Siobhan	Stu & Julie - review	By May 9
Market strategic plan to community	N	Siobhan	Visual: Chelsea	May 23
Policy audit - gap analysis of existing qCJ policies at Table of Contents level. Identify missing policies and next steps.	N	Siobhan		July 14
Share new Lift policy list with Siobhan	N	Stu		DONE
Share costed list of services and costs currently offered to qCJ by Lift.	N	Stu	Julie, Stu Holder, Siobhan	July 14
Cost comparison of Lift providing services	N	Siobhan	Julie, Stu	Aug 22
Bring recommendation to steering to determine future direction of Lift partnership	Approval	Siobhan		Aug 29
Develop service agreement between qCJ and Lift	Approval			Sept 19
Share Lift bylaws with qCJ	N	Stu		DONE
Review bylaws and set up meeting to collaboratively develop draft bylaws for qCJ	Review & Approval	Siobhan	Julie, Stu	May 9
Constitution: Name change report process and draft of purposes	Approval	Siobhan	Stu	
Incorporate as a society using qCJ steering as a caretaker board for now. (Lift relationship remains status quo for now)	Approval	Siobhan	Stu	
Start prep for charity application once incorporated		Siobhan		