

Bridgewater Cohousing Project

Decision Log

Purpose: This log keeps track of our group decisions. It is updated after every large group meeting with significant decisions that affect the project, and that all members should know about. These decisions form the “go forward” agreement between project members. Past decisions may be changed, but require the general approval of the large group. *Once a more formal decision-making process is established, decisions will be made using the appropriate group process.*

November 6, 2011

- The large group will meet once every ~~2 weeks~~ week (*see update February 19 2012*) for the foreseeable future. Action teams or committees can meet in between these sessions. This meeting schedule may change when the group’s needs change.
- Large group meetings are held on Sunday afternoons. The preferred time is currently 2-4PM.
- During every large group meeting, a “facilitation team” of volunteers is formed to plan the next meeting. The team will design the agenda and activities for the meeting, and ideally will consist of a rotating group of cohousing members so that all members can be involved in setting agendas and co-facilitating the group process and dynamics.
- Instead of keeping detailed minutes, after every meeting a “newsletter” update will be sent to all members containing:
 1. Significant decisions that came out of the meeting (the Decision Log)
 2. A list of actions that will be carried out by group members before the next meeting
 3. Announcements of external opportunities and events that were brought up during the meeting
- For the foreseeable future, time will be dedicated during every large group meeting to address the following 4 priority areas of the project:
 1. PROCESS – holding effective meetings
 2. LEARNING – becoming knowledgeable about cohousing
 3. ADVANCING THE PROJECT – getting things done
 4. SOCIAL – building our community
- Our first social event will be a “holiday traditions” potluck on Sunday December 4th, starting at 4:00pm. Matt and Melissa Roberts have offered to host the event and will provide more information.
- We will not require food (other than coffee / tea / water) at our large group meetings, so facilitation team members should not feel that they have to go out of their way to prepare food. However, if any group members feel moved to bring a “treat” that is always appreciated.

Bridgewater Cohousing Project – Decision Log

November 20, 2011

- The Decision Log coordinator will (1) keep track of the group’s decisions during each meeting, (2) review the list of decisions at the end of the meeting to make sure the group agrees with them and nothing got missed, (3) ensure that Log is updated and distributed after the meeting, and (4) review the Log at the start of the next meeting to make sure decisions were written up correctly. The Decision Log will be uploaded to the website after every meeting. The Decision Log coordinators will be Leon (primary) and Satu (alternate).
- Due to a lack of interest, we will not do a collective book buying at this time. Instead, we will start a book borrowing system ~~through the Bridgewater Library by setting up an account~~ (see update January 8, 2012) and keep track of books lent to Cohousing members. ~~Ronnie~~ Winnifred (see update February 5, 2012) will coordinate the lending system.
- We will continue our outreach efforts to attract more cohousing members. Interested people will be welcomed to all our meetings, and informed that they can join (and leave) the group at any time. Several members have taken on advertising & outreach tasks to try to recruit more members in time for the first meeting in January.
- There will be no meetings in December other than the “holiday traditions” potluck on December 4th. Regular meetings will resume on January 8th. We will keep meeting in Sobeys Community Room in the foreseeable future.

Bridgewater Cohousing Project – Decision Log

January 8, 2012

- We will form a non-profit society. This will allow us to carry out our business as an official entity. It also reduces liability for our members, and will allow us to be “taken seriously” by the community.
- The name we will request for our society will be the “Bridgewater Cohousing Society”
- Members are OK with posting our meeting and potluck photos on our website. If anyone does not want their photo, or any particular picture, posted online, they will let the website caretaker know.
- Our group was given a set of cohousing books by the Bridgewater Library. This is the start of our own “cohousing library”. Members can borrow these books by signing them out from the book box.

Bridgewater Cohousing Project – Decision Log

January 22, 2012

- Members were shown the list of expenses that Leon and Cate had incurred so far in getting the cohousing project going. The group agreed that we would postpone the reimbursement until ~~we have made some decisions on membership rules and dues~~ until a later date (*see update February 27 and March 12*).
- We have formed an “outreach team”, which will work for about the next 2 months to pull together some advertising and outreach opportunities for the project. Opportunities that cost money will be brought to the main group for approval first. Team members are Winnifred, Ronnie, and Janice.
- We have formed an “incorporation documents” team, which will develop and submit our paperwork for incorporation as a non-profit society to the Nova Scotia Registry of Joint Stocks. Final paperwork will be presented to the main group for approval before submission. Team members are Cate, Satu, and maybe Pat or Jan.
- We agreed in principle that the group would help subsidize the cost of child care for members with children, so that both parents can attend meetings. Details are still to be decided.
- We will hold a special meeting to discuss “community standards”. This is an important part of figuring out how we want to work together as a group, and will lay the foundation for other important discussions such as our decision making system, and creating a vision for our cohousing. The session will be facilitated by Brian Braganza.
- Our next meeting (February 5th) will also be the date of our next social gathering: a film showing at Ronnie’s home.
- We agreed to put together a phone and email list of interested members, and circulate it to the group.

Bridgewater Cohousing Project – Decision Log

February 5, 2012

- The Group Agreement developed on February 2, 2012 was agreed to be acceptable, in principle, to all Members including those who could not be present at that day's session. In addition, it was agreed that the wording would be refined to improve it, while keeping the spirit and meaning of the Agreement.
- Winnifred has taken over stewardship of the cohousing book library from Ronnie
- Members wanting to add items to the meeting agenda will let the facilitation team know a week before the next meeting, to allow them time to find a way to include all the topics of interest.

Bridgewater Cohousing Project – Decision Log

February 19 and 27, 2012

- We will start meeting once a week instead of once every 2 weeks, in order to accelerate the pace of the project. Current preferred days are alternating Sundays at 2PM and Mondays at 6:30PM.
- We have adopted the following orientation process for new members:
 - We'll no longer advertise our meeting locations so that new members are less likely to show up "cold turkey" and so that we don't need to receive strangers to our homes. Instead, new interested members should ideally have a conversation with an existing cohousing member so they can familiarize themselves with the project, and less time can be spent orienting them.
 - Cate and Leon will continue to be the general first point of contact for new members (phone and email), and will offer to do basic orientation if possible. Alternates: anyone who has time to assist with orientation.
 - Whenever new members come to our meetings, we will dedicate the first 30 minutes of the meeting to introduce ourselves and answer questions (if necessary), before continuing on with the regular agenda. New members will be invited to stay or leave for the remainder of the meeting, whichever they would prefer.
- We will re-open the discussion on sharing costs incurred to date at the next meeting
- We give Satu permission to expend \$40.01 + mailing costs to register our group as a Society
- The Outreach Team will create a new brochure for the project
- The group wants to be represented at the South Shore Sustainability Expo (March 31st 2012). The display booth team will produce some materials for that event

Bridgewater Cohousing Project – Decision Log

March 4 and 12, 2012

- A non-precedent-setting decision was made to do a 1-time reimbursement of all cohousing costs incurred to date by members. After a vote of 8 for, and 1 against (based on individuals), or 5.5 for and 0.5 against (based on households), it was decided that this reimbursement would be made based on the number of household units (6 units). The Peori household's reported expenses amounted to \$40.01, the de Vreede's amounted to \$93.43, and the Blain household would be reimbursed for the outreach materials bought to date.

Bridgewater Cohousing Project – Decision Log

March 18, 2012

- Our Registry of Joint Stocks documents will be updated with a revised purpose statement. The location of the registered agent will change to Leon & Cate's address. Our president will be ~~Janice Blain~~ Matt Roberts, and our Vice President will be ~~Matt Roberts~~ Winnifred McCarthy (*see update March 26 2012*). These positions are strictly symbolic. The Corporate Secretary will be Leon de Vreede, and the treasurer will be Janet Cappello. These positions come with some responsibilities as defined in the by-laws.
- The outreach and display table teams have permission to spend up to \$30 on outreach materials in preparation for the March 31st South Shore Sustainability Expo at NSCC in Bridgewater.

Bridgewater Cohousing Project – Decision Log

March 26, 2012

- The brochure has been approved. A temporary purpose statement has been approved for inclusion in the new brochure: “Our purpose is to create a high quality, environmentally responsible, intergenerational, community-oriented cohousing development in Bridgewater.”
- We will pre-purchase 500 photocopies at the UPS Store for \$34.50 to cover printing needs for the March 31st Sustainability Expo and future copying.

Bridgewater Cohousing Project – Decision Log

April 1, 2012

- Members will let the facilitation team know if they are unable to attend the next meeting. This allows the facilitation team to decide what to add to the agenda especially if there are conversation topics that require all members to be present.
- The last meeting in April will be an important discussion on membership, setting up a general expense fund, and our group's core values. All members are strongly encouraged to attend.
- The cohousing group will enter a booth at the Seniors Expo on June 13th