

Task	Notes
<p>Outreach</p> <ul style="list-style-type: none"> • Conduct a survey • Present findings • Clarify a purpose 	<p>It's a good idea to seek feedback on your business idea to gauge interest. Create a survey and check in with potential members. With the results, you can host a meeting to get more feedback. Work towards distilling the discussion to a clear purpose that the business will help achieve.</p>
<p>Budget Planning</p> <ul style="list-style-type: none"> • Identify start-up costs • Create member equity plan • Begin searching for grants 	<p>Strike a 2 to 4-person Finance Committee to crunch the numbers. Starting with our budgeting tool, begin compiling a list of start-up costs and potential sources of funds. It might be helpful to work with your local Community Futures office to get the data you need.</p>
<p>Fundraising</p> <ul style="list-style-type: none"> • Identify opportunities to secure funds • Organize and hold fundraisers 	<p>Because the co-op isn't incorporated yet the committee can't take out a loan or sell memberships, but you can raise money in other ways. Hosting fundraisers or accepting informal donations can help cover the early costs of creating a co-op.</p>
<p>Governance Planning</p> <ul style="list-style-type: none"> • Identify ownership group • Draft an org chart • Present for feedback 	<p>Strike a 2 to 4-person Governance Committee to tackle the tough questions of ownership, authority, and accountability. Work through our Governance resource to identify who the co-op's members should be and begin putting together an organizational chart that potential members can offer feedback on.</p>
<p>Business Planning</p> <ul style="list-style-type: none"> • Early market research • Identify consultant/support • Begin business planning 	<p>Rely on the Finance Committee to continue digging into the data. Consider hiring a third-party consultant to help create a business plan— or start creating your own using our online tool.</p>
<p>Choose a Name</p> <ul style="list-style-type: none"> • Compile legal framework • Engage potential members • Select the best option 	<p>Task a committee member to organize a process for naming the co-op. They can check provincial regulations to find out what has to be in the co-op's name then check in with potential members to get some suggestions. Have the committee vote on their favourite using a dotmocracy exercise.</p>
<p>Incorporation</p> <ul style="list-style-type: none"> • Reserve a name • File articles 	<p>As the governance committee clarifies important organizational details, begin capturing this information in the articles of incorporation. Reserve the name with your</p>

<ul style="list-style-type: none"> • Draft bylaws 	<p>government's corporate registry and begin thinking about other processes that need to be captured in the co-op's bylaws. You will find more specific information about this in your province's workplan.</p>
<p style="text-align: center;">Take a moment to celebrate the co-op's incorporation. Hurray!</p>	
<p>Membership Start-up</p> <ul style="list-style-type: none"> • Create a membership agreement • Set-up an e-mail • Create a member registry 	<p>Have the board secretary set up an e-mail account and put together a member registry. Once there's a system in place for accepting payment for memberships, the co-op can begin selling membership shares.</p>
<p>Finance Start-up</p> <ul style="list-style-type: none"> • Set up a bank account • Incorporators deposit • Compile a list of funders 	<p>Have the finance committee, led by the treasurer, set up a bank account and collect the membership fees from the incorporating members. Monitor the new memberships the co-op issues and begin researching and applying for additional start-up funds.</p>