

**Hornby Island Co-op
Regular Board Meeting Minutes
April 15, 2019**

Present: Jim Garton, Don Peterson, Claire Burke, Bill Havens, Randy Wunderlich, Jill Candlish, Dave Hoy, and Lisha Scott

Regrets: Al Dickie, and Rob Lewis

Recorder: Anita Lewis

Location: Room to Grow

Time: 1:07PM – 2:26PM

Next Regular Board Meeting: May 13, 2019, Room to Grow

Consent Items:

The consent agenda included the March 2019 Board meeting minutes, the President's Report, The Finance Committee, and the Governance Committee Reports. The Building Committee Report was discussed in a separate meeting. Correspondence regarding YES camp was pulled out and added to Bursaries, under New Business. There were no objections, so the items were adopted.

Standing Items:

Team Report – In addition to the team report circulated prior to the meeting, Lisha noted that the first draw for the 3 Wheelbarrows and a BBQ contest was held on Sunday, April 14th and won by Ian Walmsley. A Ringside Easter event will take place on Sunday morning at 10:30AM. Nothing to report on the Petroleum variance which was within the acceptable variance range.

MOTION: To approve the net equity change of -\$2,541.52 as presented by the Lisha Scott. M/S Randy/Don, carried.

Strategic Planning – The strategic planning session, led by Dave Hoy will be held at Room to Grow on Monday November 4, 2019 from 9:00AM to 4:00PM. **Action:** **Anita** will arrange food for meeting.

Old Business:

The Action Checklist – completed.

- **Action:** **Bill** will send out a quick-start guide to teleconferencing.

Policy Manual (Claire) – continued request for feedback from board members.

Remuneration (Don) - Board remuneration was discussed at length. **Action:** **Jill** will flag board compensation in the upcoming First Edition article, with details to follow at the AGM. **Action:** Claire to outline board remuneration details to the board by email.

Online File Storage (Rob) – Deferred to next board meeting.

New Business:

Living Wage (Claire) – This topic is frequently raised by the board, membership, and employees. It was noted that the board should be prepared to have a position on the subject as it will likely come up at the AGM. **Action:** **Lisha** to provide on-going updates on living wage in her Team Report to the board.

Action Calendar Item Flagged

- **Send out AGM notices** – Bill will send FE April 19th and Clair will send tribune April 28.

- **AGM Planning (Claire)** – Jim and Claire will review the agenda. The action checklist for the AGM was reviewed.
- **Bursaries** – Received two YES camp applications to date. **Action:** Lisha to send description of the bursary to Claire for the AGM report.

Motion by Email:

MOTION: This year’s profit share program be \$20,000 for staff and \$20,000 for the management team. M/S Rob/Jim, carried.

Building Committee Meeting Motions:

MOTION: The approval for \$550K to be expended for the upgrading for the structure of the store per Tim Hippman’s Engineering report. M/S Don/Bill, carried.

MOTION: The board approve an expenditure of \$140K for upgrading the building envelope in association with the structural upgrades. M/S Don/Randy, carried.

Ending Items: The meeting adjourned at 2:26PM prior to an in-camera session.

MOTION: Approve the Performance Management Review for the Team Manager as presented. M/S Jill/Claire, carried.

Next Board Meeting is on May 13, 2019 at 1PM; Room to Grow. Reports due May 8, 2019.

Action Items			
Who	Does What	By When	Complete
Building Comm	Provide a proposal with various washroom facility options for the Board to select from, in preparation for requesting funding/support	Pending feasibility study from CVRD	On-hold
Claire / Anita	Work with Recording Secretary to compile a Board Policy Manual, a reference document where Framework and Governance policies are recorded, and add to as motions are passed	March 2019	In process
Mgt Team	Prepare Ringside renovation/build policy for presentation to the Board. Specifically, if lease language is clear on what tenants can do to their building	April 2019 Board Meeting	Pending
Finance	Review the donations policy with the assistance of the governance committee	April 2019	
Claire	Flag on meeting agendas the items on the annual action calendar for the following month	On-going	
Rob	Investigate on-line file storage solution	May 2019 Board meeting	
Jim	Spearhead Board compensation with the help of Dave Hoy	By May AGM	On-going
Claire	Purchase a gift for Doug Potentier up to \$200	AGM	
Jim	Prepare and present a note of recognition for Doug Potentier’s years of service to the HI Co-op	AGM	
Anita	Arrange food for all day Strategic Planning meeting on Nov 4 th	Nov 4/19	
Bill	Send out a quick-start guide to teleconferencing		
Jill	Flag board compensation in the upcoming First Edition article with details to follow at the AGM		
Claire	To outline board remuneration details to the board by email		
Lisha	To provide on-going updates on living wage in the monthly Team Report to the board		
Lisha	Send a description of the bursary to Claire for the AGM report		