

**Hornby Island Co-op
Regular Board Meeting Minutes
February 3, 2020**

Present: Jill Candlish, Judith Fletcher Elkins, Jennifer Fletcher, Jim Garton, Bill Havens, Dave Hoy, Rob Lewis, and Lisha Scott

Regrets: Claire Burke, Don Peterson, and Randy Wunderlich

Guest: Doug Potentier

Recorder: Anita Lewis

Location: Room to Grow

Time: 1:00 PM – 2:45 PM

Next Regular Board Meeting: March 5, 2020 10AM at Room to Grow

Jim opened the board meeting at 1:01PM and welcomed Doug Potentier and Dave Hoy.

Doug Potentier:

It was noted that Claire is the Hornby Island representative at the upcoming FCL 91st annual meeting on March 2nd. Doug outlined the proposed bylaw amendment to Director Elections and how it differs from the current process. Doug also discussed the UNIFOR strike and Calgary Co-op's participation at the FCL AGM. On behalf of the board, Jim thanked Doug for his many years of service to Hornby and the FCL.

Consent Items:

The consent agenda included: the January Impromptu board meeting minutes, the meeting agenda, correspondence, and the President, Finance, Governance committee reports (it was noted that the Building Committee is no longer). The consent agenda was adopted with the removal of the December minutes and the Membership Engagement report to standing items.

Standing Items:

Team Report – Action: Board to discuss the process of dealing with motions made by email. Action: Lisha/Don and Jim to discuss an alternate to Team Leader, to attend board meetings. Action: Lisha will investigate Hornby's membership in RCC.

MOTION: To approve the net equity change of -\$6,776.49 as presented by Lisha Scott. M/S Rob/Judith, carried.

MOTION: To approve the interest write off of \$3.73 as presented by Lisha Scott. M/S Jennifer/Jill carried.

MOTION: Approve the annual clean-up of \$8,285.15 in equity to a reserve account. M/S Bill/Judith, carried.

Strategic Planning – No report.

December Minutes – Approved with the addition of a reference to a motion made in camera during the December 2019 board meeting.

Membership Engagement Report – Jill recommended that the Co-op hold two membership engagement meetings per year executed by the Team Leader.

Old Business:

The Action Checklist – completed.

FCL Board Candidate Vote – Claire will deliver the board’s vote of Graham Anderson for district director at the Annual FCL meeting in March.

New Business:

Annual Action Calendar Items:

- Board Assessment – to be discussed at next Governance Committee meeting.
- Budget Review and Approval – deferred to next meeting. **Action: Board to review and provide approval to Budget at March Board meeting.**
- Nominations Committee – Jill will serve as chair of the committee.

Meeting adjourned at 2:45PM prior to in-camera.

Next Board Meeting: March 5/20 with reports due February 28th.

| Action Items | | | |
|----------------------|---|-----------------------------|------------|
| Who | Does What | By When | Complete |
| Rob | Initiate the beta test of online file storage with Cloudspace Inc | ASAP | In process |
| Governance Committee | Discuss how to move the board focus away from operations toward policy | | |
| Lisha | Email the FCL contract to the board | | |
| Strat Plan Comm | Ad hoc Strategic Planning committee will define objective, terms of reference, set a schedule of meetings | By March 2020 Board Meeting | |
| All Committees | Develop an annual schedule of meetings | | |
| ME Committee | Develop a list of items to include in an annual communications calendar | | |
| Governance Committee | Discuss board assessment at the next committee meeting. | | |
| Board | Discuss process to handle motions by email | March 2020 board meeting | |
| Lisha/Don/Jim | Discuss an alternate to Team Leader to attend board meetings | | |
| Lisha | Investigate Hornby’s membership in RCC | | |
| Board | Review and provide approval to Budget at March Board meeting | March 2020 board meeting | |