

**Hornby Island Co-op
Regular Board Meeting Notes
February 25, 2019**

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

Regrets: Claire Burke, and Al Dickie

Recorder: Anita Lewis

Location: Outer Island Farm

Time: 1:02 PM – 2:03 PM

Next Regular Board Meeting: March 25, 2019, location TBC.

Jim opened the meeting at 1:02 PM.

Consent Items:

The consent agenda included the January 2019 Board meeting minutes, the Governance and Nominations Committee Reports, and correspondence. The Finance and Building Committee reports and the Presidents report were removed from the consent agenda. There were no objections, so the items were adopted.

President's Report – Jim noted that the Board is moving into a new normal where time can be spent focusing on policy.

Finance Committee Report – Rob noted the Co-op's healthy net savings position. The Co-op has a healthy patronage rebate this year. The budget is moving forward well, and the team is managing through the learning curve. **Action:** Rob/Lisha to arrange a meeting to discuss the donations policy with regards to the budget.

Building Committee – AFC is due to provide a building assessment proposal on the cost to move forward with projected timelines.

Standing Items:

Team Report – In addition to the team report circulated prior to the meeting, Lisha touched on new Food Safety regulations and noted that a cyber security audit is in process. A recent VISCA meeting was productive.

MOTION: To approve the net equity change of -\$2,552.93 as presented by the Lisha Scott. M/S Don/Bill, carried.

Strategic Planning – In order to provide Lisha time to gain experience as the manager, a strategic planning session will be delayed to the fall. **Action:** Anita to discuss with Jim/Dave a date in the fall for the strategic planning session.

Old Business:

The Action Checklist – completed.

Board Self-Assessment Tool – in process. The results of the online FCL survey will be summarized a report will be sent to the Board.

Remuneration Policy – discussion for March Board meeting.

New Business:

Budget: document sent out to all for review.

Action Calendar Item Flagged – discuss potential board nominees in-camera.

Ending Items: The meeting adjourned at 2:03PM prior to an **in-camera session**.

Email Motions:

MOTION: All memberships without any activity for the past two years be moved into inactive status and the equity be transferred into reserve. M/S Jim/Al, Rob, Claire, Don also approve. Carried by email.

Next Board Meeting is on March 25, 2019 at 1PM; location TBC. Reports due March 20, 2019.

Action Items			
Who	Does What	By When	Complete
<i>Bldg Comm</i>	<i>Provide a proposal with various washroom facility options for the Board to select from, in preparation for requesting funding/support</i>	<i>Pending feasibility study from CVRD</i>	<i>On-hold</i>
<i>Claire / Anita</i>	<i>Work with Recording Secretary to compile a Board Policy Manual, a reference document where Framework Policies and Governance Policies are recorded, and added to as motions are passed</i>	<i>March 2019</i>	<i>In process</i>
<i>Mgt Team</i>	<i>Will prepare a Ringside renovation/build policy for presentation to the Board at the October Board meeting. Specifically, if lease language is clear on what tenants can do to their building.</i>	<i>April Board 2019 Meeting</i>	<i>Pending</i>
<i>Mgt Team</i>	<i>Prepare the donations policy with the assistance of the governance committee</i>	<i>April 2019</i>	
<i>Claire</i>	<i>Flag on meeting agendas the items on the annual action calendar for the following month</i>	<i>On going</i>	
<i>Lisha</i>	<i>Scan the letter from Glenn Hadden and email a copy to the Board</i>		<i>In process</i>
<i>Claire</i>	<i>Look into two-factor authentication (or other controls) for storing board documents (other than Google docs)</i>		
<i>Jim</i>	<i>Spearhead Board compensation with the help of Dave Hoy</i>	<i>By May AGM</i>	
<i>Rob/Lisha</i>	<i>Arrange a meeting to discuss the donations policy with regards to the budget</i>	<i>ASAP</i>	
<i>Anita</i>	<i>Discuss with Jim/Dave a date for a fall strategic planning session</i>		
<i>Claire</i>	<i>Bring a draft spousal confidentiality agreement to the next board meeting</i>	<i>March 25 2019</i>	