

**Hornby Island Co-op  
Regular Board Meeting Minutes  
March 25, 2019**

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

**Regrets:** Al Dickie

**Recorder:** Anita Lewis

**Location:** Hornby Community Hall

**Time:** 1:0PM – 2:22 PM

**Next Regular Board Meeting:** April 15, 2019, location TBC.

Jim opened the meeting at 1:00 PM.

**Consent Items:**

The consent agenda included the February 2019 Board meeting minutes, the President's Report and the Nominations Committee Report. There was no correspondence. The Building Committee and Governance Committee reports were removed from the consent agenda. Teleconferencing was at board meetings was added to the agenda. 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 a staff party was held at the Seabreeze and that the management team had a team building event on the Sun Corona.

**MOTION:** To approve the net equity change of \$110.00 as presented by the Lisha Scott. M/S Don/Jill, carried.

**MOTION:** To approve the interest write-off as presented by the Lisha Scott. M/S Don/Bill, one abstention, carried.

**Strategic Planning** – A strategic planning session led by Dave Hoy has been set for Monday November 4, 2019. Location TBC.

**Building Report** – It was noted that a decision to either renovate or build a new store is best made sooner than later. Building Committee will come to the meeting with rationale laid out in support of the committee's recommended course of action. The meeting is scheduled for 10AM on April 15<sup>th</sup>, in advance of the afternoon board meeting.

**Governance** – A draft policy manual was sent out in advance. It was decided that each board member will review and provide recommendations for any changes on assigned policies, in time for the AGM. **Action:** Claire will email an updated document for review.

**Old Business:**

**The Action Checklist** – completed.

**Board Self-Assessment Tool** – Jim discussed the results of the two self-assessment performed by the board.

**Remuneration Policy** – Held for in-camera discussion.

**Budget** – It was noted that more historical trend data would be helpful in analyzing the budget. The historical data is not provided by any FCL system; it was manually derived and was foundational in preparing the budget. A lot of new and good work has gone into the budget.

MOTION: To support the 2019 Budget as presented by the Finance Committee. M/S Don/Jill, carried.

Leadership Succession Planning – Discussion deferred to in-camera.

New Business:

**Guest at June Board meeting** - Darlene Thorburn will be replacing Doug Potentier after his term expires as area representative. The board agreed to meet her at the June board meeting, tentatively set for June 17th.

**Recognition of Doug Potentier at AGM** – Doug is not running again for area representative. There was general agreement to recognize his contribution both verbally at the meeting and with a gift. **Action:** Claire will organize a gift up to \$200. **Action:** Jim will prepare and present a note of recognition for Doug Potentier’s service at the AGM.

**Action Calendar Item Flagged**

- **AGM Planning Board Meeting** – usually a separate meeting to plan the AGM or the Membership engagement committee makes recommendations. **Action:** Membership engagement committee will provide a recommendation on AGM event for the April board meeting.
- **Organize Childcare for AGM attendees** – part of the AGM planning.
- **Manager Performance Review Process** – process underway.
- **Send out call for Nominees** – deadline for nomination form April 1/19 – done.
- **Teleconference/Board meetings** – HI Co-op bylaws say members should be able to attend by teleconference. **Action:** Bill (Jill) will investigate teleconferencing requirements. **Action:** Jim/Don will request meeting space at the firehall.

**Ending Items:** The meeting adjourned at 2:22PM prior to an in-camera session.

Next Board Meeting is on April 15, 2019 at 1PM; location TBC. Reports due April 10, 2019.

Action Items			
Who	Does What	By When	Complete
Bldg 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 Policies and Governance Policies are recorded, and added to as motions are passed	March 2019	In process
Mgt Team	Will prepare a Ringside renovation/build policy for presentation to the Board at the October Board meeting. <b>Specifically, if lease language is clear on what tenants can do to their building.</b>	April Board 2019 Meeting	Pending
Mgt Team	Prepare 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	
Claire	Investigate on-line file storage solution		
Jim	Spearhead Board compensation with the help of Dave Hoy	By May AGM	
Claire	Email updated version of policies to the board		
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	
ME Comm	Will draw up a recommendation on how to organize the AGM	April 15 2019	
Bill (Jill)	Will investigate the ability to utilize teleconferencing at board meetings		
Jim/Don	Request meeting space at the Firehall		