

**Hornby Island Co-op
Regular Board Meeting Minutes
November 19, 2018**

Present: Jim Garton, Don Peterson, Rob Lewis, Bill Havens, Al Dickie, Jill Candlish, Randy Wunderlich, Lisha Scott, and Doug Shaw

Regrets: Alex Allen, Julia Waddington, Claire Burke, and Suzanne La Rose

Guest: Dave Hoy

Recorder: Anita Lewis

Location: Outer Island Farm

Time: 12:11 PM – 1:45 PM

Next Regular Board Meeting: November 19, 2018, location TBC.

Jim opened the meeting at 12:11.

Standing Items:

The **minutes** were approved as distributed.

MOTION: Approve the minutes of the October 18/18 Board Meeting. M/S Don/Bill, carried.

MOTION: Approve the minutes of the October 28/18 Membership Engagement Meeting. M/S Jill/Rob, carried.

The **agenda** was accepted as distributed, with the addition of a discussion on the First Edition article under Membership Engagement. Board remuneration to be discussed in camera. Recruitment will be discussed in camera.

Correspondence: Jan Kennedy wrote a letter to the board and Jim spoke with Jan. Jan appreciated Jim taking the time to directly address her note. **Action:** Jim will follow up with a written respond to the letter from Jan, noting the conversation. Lisha noted that she received a note from Glenn Haddon on how he is managing his co-op membership numbers. **Action:** Lisha will scan the letter from Glenn Haddon and email a copy to the Board.

1. Reports

Team Report. Lisha thanked Dave Hoy for his contribution to the Team Meeting last week. Doug described the work recently done on the septic system and touched upon the maintenance process that will be implemented for the septic and grease trap requirements. There was extensive discussion around the need for washroom facilities at the Co-op. It was noted that the team report was sent out in advance and there were no questions. **Action:** Lisha will send a note to Tor thanking him for his service on the Old Hornby Creative move project. There was a Ringside / Co-op management communications meeting with Alex Armstrong to discuss how to move forward and improve the consistent flow of communication. **Action:** Lisha will confer with the management team to see if they propose an increase to the staff/contractor Christmas bonus at over \$100; a motion can be made by email.

MOTION: To approve the net equity change of -\$4,789.83 as presented by the Lisha Scott. M/S Al/Don, carried. (See appendix 1)

President's Report. Jim recognized the hard work by the management team during this challenging time.

Finance Committee Report. Lisha noted that sales are up 9.5% year to date and overall in a good place with regards to Co-op finances. Lisha noted that she is looking at operating expenses and margins more closely.

Building Committee Report. Don noted that the outhouse / washroom is pending a feasibility study by the CVRD on the humanure project which led to extensive discussion around providing washrooms at the Co-op. Don noted the

progress made regarding the structural assessment of the Co-op store.

Membership Engagement Report. Jill thanked everyone for attending/participating at the ME meeting. Confidentiality agreement for spouses/partners is going to be looked along with some of the other suggestions made by the members. It was decided to leave the First Edition article in the hands of ME Committee. Jill offered a brief Ringside liaison report.

Governance Committee Report. No report

Strategic Planning. No report.

2. Old Business

The Action Checklist was deferred to the next meeting.

HIRRA IEPP (Island Emergency Preparedness Plan): No updates. Fire extinguisher training for staff has been organized.

3. New Business

Nominations Update: Bill noted that the current board is functioning well. Further conversation will be handled in camera.

Action Calendar Item Flagged - Publish Open Call for Nominees (email from Claire): It was noted that the change to the rule around an open call to nominations should be re-communicated to refresh members of the new process.

Action Calendar Item Flagged - Promote Member Sponsorship Holiday Program: Deferred to next meeting.

4. Ending Items. The meeting adjourned at 1:45PM prior to an in-camera session.

Next Board Meeting is on January 21, 2019 at 1PM; location TBC.

Action Items				
Priority	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
	All	Be prepared to discuss a plan of action for strategic planning at the September board meeting.	On hold	
	Lisha	Continue to investigate the cost to decommission the old parking lot septic to the south of the campground.		waiting for Dale
	Julia	Agree to coordinate having individual photos of the new board members and a group photo. Include Managers		In progress
	All	Complete the SWOT Analysis (strategic plan) for review with Rob in advance of the next board meeting.		On Hold
	Lisha / Board	Lisha to advise the board on when they can go to the Credit Union for signing authority completion and board members are requested to go as soon as possible after notification		Pending
	Mgt Team	Define shrink preventative measures to employ (mirrors, secret shopper, signage, etc...) in lieu of a security camera upgrade		On-going
	Claire	Sit with Finance committee and Lisha to develop the expense policy.	October	Pending
	Randy	Provide Lisha with the threshold required to clear the store		Pending

		during a wind event.		
	Claire	Gather board compensation information from Doug Potentier prior to October board meeting and send to all board members.	November	
	Lisha/Claire/Anita	Arrange for an on-line location to store Board documents	November	
	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	November	In progress
	Mgt Team	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.	January Board 2019 Meeting	
	Board	Will be notified to complete the self-assessment tool once it has been set up.	Jan/19 Board meeting	
	Mgt Team	Prepare the donations policy with the assistance of the governance committee	Jan 2019	
	Claire	Flag on meeting agendas the items on the annual action calendar for the following month	On going	
	Lisha	Will respond to HIAC regarding the Summer in the Ringside events donation		
	Lisha	Will handle OHC issue, including moving the building (so that we can hook up hydro), deal with washroom situation, draft a tender, follow policy, consider strategic flexibility, and cost		
	Jim	Follow up with a written respond to the letter from Jan, noting the conversation		
	Lisha	Scan the letter from Glenn Haddon and email a copy to the Board		
	Lisha	Send a note to Tor thanking him for his service on the OHC building move project.		
	Lisha	Confer with the management team to see if they propose an increase to the staff/contractor Christmas bonus at over \$100; a motion can be made by email.		