

**Hornby Island Co-op
Regular Board Minutes
October 18, 2018**

Present: Jim Garton, Don Peterson, Rob Lewis, Claire Burke, Bill Havens, Randy Wunderlich, Al Dickie, Suzanne La Rose, and Lisha Scott

Regrets: Alex Allen, Doug Shaw, Julia Waddington, Jill Candlish

Guest: David Wiseman

Recorder: Anita Lewis

Location: Nautilus House

Time: 1:00 PM – 3:29 PM

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

Jim opened the meeting at 1:06 PM and welcomed Suzanne La Rose to the board.

MOTION: To appoint Suzanne La Rose to the Hornby Island Co-op Board. M/S Claire/Bill, carried.

Standing Items:

The **minutes** were approved as distributed.

MOTION: Approve the minutes of the September 24/18 Board Meeting. M/S Al/Randy, carried.

The **agenda** was accepted as distributed.

Correspondence: A card was received from the family of the woman who collapsed in the Co-op, thanking for flowers. An email was received from Andrew Mark responding to how HIAC utilized the money donated from the Co-op for the Arts in the Ringside summer program. **Action:** Lisha will be responding to the email.

1. Reports

Team Report. Lisha issued the Team Report in advance of the meeting. Lisha noted that October's focus is on budgeting and planning. A summer post mortem meeting is pending. Darren Germain was hired for the R&M position and he brings a wealth of knowledge to the position. He will be working with Jason, who is happy with the new hire. There was extensive discussion around the Old Hornby Creative (OHC) building. **Action:** Lisha will handle OHC move.

MOTION: To approve the net equity change of \$425.69 as presented by the Lisha Scott. M/S Al/Don carried. (See appendix 1)

President's Report. Jim noted that everything is working well.

Finance Committee Report. Rob noted that a report will be provided quarterly moving forward.

Building Committee Report. Don discussed the Tim Hippman report on the building assessment. Requested scope, timeline, and budget to complete gravity assessment. Alan Fletcher will then be asked for construction advice on the work required from the gravity assessment. Our main focus is to make the building safe and secure, following guidelines/code.

Membership Engagement Report. Bill noted that the ME meeting is on Oct 28 at Seabreeze. The Management Team and the Board will be attending. Workshop in two parts: (1) Small groups will list questions/concerns. A coffee break will allow the committee to collate the questions/concerns. (2) the answers will be provided by the board. **Action:**

Each Committee to anticipate the questions and formulate the answers in advance the meeting.

Governance Committee Report. No report

Strategic Planning. No report.

2. Old Business

The Action Checklist was reviewed.

New Pictures: Photos planned for beginning of November for the Management Team and for Suzanne and Randy. Group photo to be arranged separately.

HIRRA IEPP (Island Emergency Preparedness Plan): David Wiseman attended the meeting to discuss the HIRRA created ad-hoc committee to deal with big emergencies. How will the Co-op prepare to respond to the demand? Lisha noted that the Co-op is already working on preparedness plans. The Board will keep Emergency Preparedness on the agenda moving forward.

3. New Business

Co-op Learning Centre: FLC Fall conference has been booked for Board Members, departing on Nov 2; carpooling is encouraged. **Action: All Board** members to advise Lisha if they have to cancel hotel rooms for any particular night. **Action: Lisha** to cancel hotel reservations for Jim, who cannot attend. FCL education database offers lots of resources, courses, and materials for on-line learning.

Nominations Committee for coming year plus open call for nominees: Committee must be formed 6 months prior to AGM and can only include those board members not up for re-election. Bill will chair the committee and Randy and Don will be on the committee. The committee will decide if they need a non-board member to assist. Jim/Claire/Al are up for re-election and one vacancy must be filled (currently occupied by Suzanne).

Co-op App: Every Co-op has access to the App; Hornby Island does not currently use it. Much of the functionality may not be appropriate for Hornby Island Co-op.

Recruitment: In-camera.

Meeting Location November-March: Anita will organize meeting space, month by month.

4. Ending Items.

The meeting adjourned at 3:11 PM prior to an in-camera session.

Next Board Meeting is on November 19, 2018 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
	Lisha	Agree to coordinate having individual photos of the new board members and a group photo with John Struthers. Include		In progress

		Managers		
	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 during a wind event.		Pending
	Claire	Gather board compensation information from Doug Potentier prior to October board meeting and send to all board members.	November	
	All	Be prepared to discuss board compensation.	November Board Meeting	
	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		
	All	ME meeting: anticipate the questions and formulate the answers in advance the meeting.		
	Lisha	Advise Lisha if they have to cancel hotel rooms for any particular night		
	Lisha	Cancel hotel reservations for Jim, who cannot attend		