

**Hornby Island Co-op
Regular Board Minutes
September 24, 2018**

Present: Jim Garton, Don Peterson, Rob Lewis, Claire Burke, Jill Candlish, Bill Havens, Randy Wunderlich, Lisha Scott, Julia Waddington,

Regrets: Alex Allen, Doug Shaw, Al Dickie

Recorder: Anita Lewis

Location: New Horizons

Time: 1:00 PM – 3:29 PM

Next Regular Board Meeting: October 18, 2018, location TBC.

Jim opened the meeting at 1:00 PM.

Standing Items:

The **minutes** were approved as distributed.

MOTION: Approve the minutes of the July 17/18 Board Meeting. M/S Claire/Jill carried.

MOTION: Approve the minutes of the August 8/18 Board Meeting. M/S Don/Bill carried

The **agenda** was accepted as distributed, with the addition of CAST meeting attendance under new business and moving the recruitment discussion to in-camera.

Correspondence: Jayden Grieve submitted a letter regarding providing the Co-op staff a living wage. **Action:** Lisha will draft a memo on behalf of the managers and board, thanking Jayden for the time and effort he put into his letter and outlining that wages will be addressed as part of the annual budget process.

1. Reports

Team Report. Lisha provided a report from the management team in advance of the meeting. She noted that the team is working well together and working through roles and responsibilities in the absence of a Team Leader. Operations are running smoothly. Julia touched on the cooler report which was also distributed in advance of the meeting. The board was pleased with the report.

MOTION: Move forward with the proposed cooler purchase as outlined in the report provided by Julia Waddington. M/S Don/Rob, carried.

Lisha touched on the report of the proposed changes to the Post Office (PO), as distributed in advance. Discussion around cannabis application; no answers to questions are currently available. The Co-op has an easement to use the septic built on the Savory property their property; an analysis is pending to estimate cost to decommission the septic.

MOTION: To approve the net equity change of -\$2,117.47 as presented by the Lisha Scott. M/S Bill/Claire carried. (See appendix 1)

MOTION: To right-off interest charged to account 901140 in error of \$2.40 as presented by Lisha Scott. M/S Rob/Don carried. (See appendix 2)

President's Report. Jim noted that the transitional period without a Team Leader is being handled well and the quality of work coming from the management team is exceptional.

Finance Committee Report. Lisha asked if there were any questions from the Finance report that was submitted prior to the meeting.

Building Committee Report. Don provided a report to the board in advance of the meeting. The Co-op needs an emergency response plan to high wind; it can be added to current store closure policy for weather events. **Action: Randy** will provide Lisha with the threshold required to clear the building for wind. There was extensive discussion around what to do with the old Hornby Creative (HC) building. **Action: Building Committee/Management Team** to meet to discuss how to proceed with the Old Hornby Creative building.

Membership Engagement Report. Jill would like involvement from the board for Co-op week (October 14-20) and the Membership Engagement (ME) Meeting at the Seabreeze (October 28). Lisha suggested that we have a joint meeting to discuss roles/responsibilities between the board and management. **Action: Claire** will forward to the managers the board manual as a first step in outlining the differing roles/responsibilities of the board and management team.

Governance Committee Report. No report

Strategic Planning. No report

2. Old Business

The Action Checklist was reviewed.

New Pictures: **Action: Lisha** will coordinate photos of new board members and managers.

HIRRA IEPP (Island Emergency Preparedness Plan): David Wiseman to present to board at October regular board meeting.

Ford Cove Letter: Island Trust meeting – store applied for a variance and that is in process. A stop work appears to be in effect. We have a motion on the books: *MOTION: Write a letter requesting assurance that Ford Cove store is being held to the same development (siting/use) standard as the HI coop.* If we are to rescind the motion, a 2/3rd vote in favour of rescinding is required.

MOTION: To rescind the previous motion RE Ford Cove. Bill/Rob carried.

Board Appointment: There is an open position on the board. **Action: Nominations Committee** will handle seeking out new female board member.

Hornby Creative Move/Daniel/School Donation: Discussed during the Building Committee Report.

Four Corners: No action required at this point in time until we have more information on our current building.

3. New Business

FCL Fall Conference: Attendees have been registered but course selection is pending enrollment. Good opportunity for networking and team building.

Meeting Location October – March: **Action: Anita** will source a future meeting location.

CAST: October 3rd meeting. Claire to attend on behalf of the board.

Action: Anita/Lisha/Claire will work on developing an on-line location for board documents.

4. **Ending Items.** The meeting adjourned at 3:29 PM prior to an in-camera session.

The motion made at the June 18, 2018 board meeting:

To remove Donna Tuele as signatory on the CU account and to add Robert Lewis, Claire Lindsay Burke and Lisha Scott as signatories; will be replaced with the following two motions:

Motion #1

To remove Donna Tuele and Chris Olsen as signers for account #20842 with the Union Bay Credit Union. M/S Claire Burke/Don Peterson, carried.

Amendment August 8th to read:

To remove Donna Tuele, Chris Olsen, and Bob Casault as signers for account #20842 with the Union Bay Credit Union. M/S Claire Burke/Don Peterson, carried.

Motion #2

The signers for Account #20842 with the Union Bay Credit Union are:

- Jim Garton, President (Sponsor)
- Claire Burke, Secretary
- Don Peterson, Vice President (Sponsor)
- Rob Lewis, Director
- Doug Shaw, Hardware Manager
- Julia Waddington, Grocery Manager
- Alex Allen, Gas Bar Manager
- Lisha Scott, Administration Manager

M/S Claire Burke/Don Peterson, carried.

These motions were approved in writing by the Co-op Board of Directors, circulated as an email July 19/2018, (carried 9/9).

The amendment was approved at a Board Meeting of the Directors August 8th/2018 and will be included in those minutes.

“The Hornby Island Co-op will institute a program to donate on a matching basis up to \$2,500 dollars to the Hornby Island School renewal fund.”

MOTION: Approved unanimously by email April 17, 2018 M/S Jim/Don:

It is becoming evident that a laptop computer for the use of the board secretary would be a prudent investment. The timely, efficient, and essential recording of board information is important. The last board meeting was a good indication of the extensive work the secretary is called upon to do for the board.

Currently we do not provide any tools to facilitate this work and after a review this motion is to “allocate up to \$1000 for the purchase of a laptop computer for board use by our presiding secretary.”

Next Board Meeting is on October 18, 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 quotes
	Julia/Gary Bertinski	Confer with Larry from Valley Septic and/or seek out an approved contractor on www.wcowma-bc.com.	ASAP	In Progress
	Lisha	Agree to coordinate having individual photos of the new board members and a group photo with John Struthers. Include Managers		Pending
	?	Complete the SWOT Analysis (strategic plan) for review with Rob in advance of the next board meeting.		
	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	
	Jim	Ask David Wiseman to present the progress and plan around emergency preparedness and the anticipated role of the Co-op.	October Board Meeting	
	Claire	Gather board compensation information from Doug Potentier prior to October board meeting and send to all board members.	October 2018	
	All	Be prepared to discuss board compensation.	October Board Meeting	
	Lisha	Will draft a memo on behalf of the managers and board, thanking Jayden for the time and effort he put into his letter and outlining that wages will be addressed as part of the annual budget process.		
	Randy	Provide Lisha with the threshold required to clear the store during a wind event		
	Bldg Cmt/Mgt Team	Meet to discuss how to proceed with the Old Hornby Creative building		
	Claire	Forward to the managers the board manual as a first step in outlining the differing roles/responsibilities of the board and management team		
	Lisha	Coordinate photos of new board members and managers.		
	Nominations Cmt	Seek out new female board member		
	Anita	Source a new facility for board meetings		
	Lisha/Claire/Anita	Arrange for an on-line location to store Board documents		
	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.	November Board Meeting	
	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 2018	In progress
	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	