

**Hornby Island Co-op
Board Meeting Minutes
April 12th, 2021**

Present: Jill Candlish, Reid Carter, Jennifer Fletcher, Tamara Lamont, Lisha Scott, Judith Fletcher, Claire Burke

Regrets: Randy Wunderlich, Bill Havens

Recorder: Charmaine Logan

Location: Zoom Meeting

In Camera: 2:30-3:00pm and 4:07-4:21

Regular meeting: 3:00pm – 4:07pm

Jill opened the In Camera board meeting at 2:30pm. The regular board meeting began at 3:00pm with Lisha and Charmaine joining.

President's report What we are doing together as a Board is valuable, what we are trying to accomplish within our community Co-op organization, is also what we strive to accomplish in our own lives by working on relationships, growth, efficiency and meaning. The dedication of this Board as well as the Management and staff is evident in the work that everyone is doing. Big thanks to the Management team and all staff, who are using the Co-op principles to enrich everyone's connections and experiences at and within the Co-op community.

Consent Items - The consent agenda included: Minutes as well as Notes from the March 1st meeting, Policy - Rewards and Recognition, Project Report, Nomination Committee Report, General Managers Performance Review Committee report, Membership Engagement Committee Report, Communications Co-ordinator proposal.

April 12th meeting agenda with the following addition:

- Wage report

All are accepted without amendments, as included in the April 12, 2021 Board Meeting Reports Package e-mail.

Team Leader Report

March 2021 Equity Changes

MOTION: To approve the net equity changes of \$-5694.94 and \$1291.50 as presented by Lisha Scott. M/S Jennifer/Judith, carried.

Winter Pandemic Bonus for Staff

MOTION: To approve *Spring 2021 – Winter Pandemic Bonus* total amount \$11, 370. M/S Judith/Reid, carried.

Covid community conversation attended: Will send the report once it is available.

Wage Review:

- Discussion around the 4 options presented.
- The negotiation team experience and knowledge are invaluable.
- Review of the process, as we arrive at contract negotiations, and contract finalization.
- The goal is to do the best we can for our staff, the membership wants to know staff are being properly compensated.
- It will be important to review the non-monetary compensation staff receive at the AGM, those benefits add a lot of value to the compensation package.

Communication Co-ordinator position:

- A job description for this contract position has been created, and presented. This position would be posted and advertised.

MOTION: To Approve a one-year expense, up to a total amount of \$30,000, for a one-year contract hire of a Communications Co-ordinator. **M/S Claire /Judith, carried.**

2021 Nomination Committee: Thank you for the great job done by the nomination committee! The committee work is done, and with great results. 3 new candidates have come forward, and they will be acclaimed at the AGM in May.

AGM Planning: Board members need to be available half hour before the meeting. The building plan introduction will happen at the AGM. There will be a time for questions and comments, but those will be answered at a Membership Engagement meeting in October 2021. There is a Board meeting directly after the AGM.

Membership Engagement meeting planning: 2 dates have been set aside for the Membership Engagement meeting - October 17th and Oct 24th. To be decided at the Board meeting following the AGM.

Bursary Approval: No applications as of yet, Jill agrees to be the contact person for this.

Next Board meeting changed to Monday, May 17th - 2:30pm start on ZOOM for Board members

Reports due May 13th, 2021

Regular Meeting adjourned at 4:07 PM, with In-Camera continuing after.

Action Items

| Who | Does What | By When | Complete |
|-----------------|--|---------------|----------|
| BOARD | Write your BIO and send to Claire – 200 words max | April 15 | |
| Claire and Tama | <i>Communicate to the Nominees about the acclamation process</i> | <i>By AGM</i> | |
| Jill | <i>Succession planning</i> | <i>By AGM</i> | |

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| <i>Lisha</i> | <i>Notifications for the AGM sent out</i> | <i>April 30th 2021</i> | |
| <i>Lisha</i> | <i>Present Business plan</i> | <i>May meeting</i> | |
| <i>jill</i> | <i>Send out the login to the board assessment tool</i> | <i>April 15th</i> | |
| <i>Charmaine</i> | <i>Create an online survey using the board assessment tool questions</i> | <i>April 19th</i> | |
| <i>Lisha</i> | <i>Send COVID Community report</i> | <i>When available</i> | |