

**Hornby Island Co-op
Regular Board Meeting Minutes
April 16, 2018**

Present: Jim Garton, Don Peterson, Rob Lewis, Al Dickie, Claire Burke, Donna Tuele, Bob Casault

Regrets: Chris Olsen, Bill Havens, Jill Candlish

Recorder: Anita Lewis

Location: Room to Grow

Time: 1:01 PM – 3:34 PM

Next Regular Board Meeting: May 14, 2018

Jim opened the meeting at 1:01 PM and noted that we have a quorum. Jim presented Bob with a certificate of Achievement for completing the FCL General Manager / Operations Manager Group Training.

Standing Items:

MOTION: Approve the minutes of the March 1/19 Board Meeting. M/S Don/Al, carried.

The minutes were approved as presented. There was discussion around the need for a seconder for motions. **Action:** Claire will investigate if a seconding is required for Motions moving forward. The meeting Agenda was approved with the addition of the CPM document review, under new business. There was correspondence YANA thanking the Co-op for its support.

1. Reports

Team Leader Report. Bob submitted his report prior to the meeting. Recruitment efforts by the team managers was discussed and has already delivered positive results. Bob does not anticipate summer staffing issues this year. The Joe King membership perk will be tested for one year. There was discussion around the need for a new water filtration system that has been included in Bob's expected capital expenditures. Bob provided the background on the need for a motion on writing off the uncollectible debt from Rexall Pharmacy.

MOTION: To approve the water quote from Culligan for the water filtration system at \$10,115.04. M/S Rob/Don, carried.

MOTION: To approve the net equity change of -\$3,693.43 as presented by the Team Leader. M/S Rob/Donna, carried.

MOTION: To approve, effective August 12, 2017, the writing off of \$385.30 in uncollectible debt from Rexall Pharmacy (Acct no. 98002-9). M/S Al/Donna, carried.

President's Report. Jim commented on the excellent quality of reporting from the Board. AGM is coming up fairly quickly and will require attention from all Board members. **Action:** Each committee to review and report back at the next meeting on the goals set out for the year.

Finance Committee Report. The 2018 Budget was presented, and ideal timing and budget format were discussed. **Action:** Rob to provide Claire with the calculation of patronage as a total of net savings. The expense reimbursement form needs a bit of tweaking but will be completed shortly.

MOTION: To accept the Budget for 2018 as presented. M/S Rob/Don, carried.

MOTION: Rob moved to accept FCL's recommendation to adoption Option #1 for the allocation of 2017 retained savings (2% Allocation Rate, \$82,731 Allocation to Members, \$35,906 General Cash Repayment, \$8,075 Overage Repayment, \$83,159 Net Cash Outflow, \$268,384 Allocation to General Reserve). M/S Rob/Al, carried.

Building Committee Report. Don provided a full update on current projects prior to the meeting. The construction of the power shed was discussed. **Action:** Donna has a lead on potential builders and will provide that info to Tor ASAP. Store renos cannot take place until we have the advice of a structural engineer. One quote is in hand from Chiu-Hippmann Engineering, a firm with which Michael McNamara has established a good working relationship.

MOTION: Approve the proposal for a structural assessment from Chiu-Hippmann Engineering as presented to the Board. M/S Don/Al, 4 in favour (Don, Al, Rob, Jim), 2 opposed (Claire, Donna), carried.

Membership Engagement Report. Claire noted that Lisha has been a great asset to the committee. Member appreciation day was discussed for mid-June. **Action:** Bob to request the cashiers to offer the membership brochure to non-members.

Governance Committee Report. Claire noted that Doug Potentier has reviewed the proposed changes to the bylaws and is happy with the work done. Discussed the policy around setting the size of the board and decided to leave it as is. Also discussed the need for a cloud location or Dropbox to securely store all board documents. The need for an attendance book was discussed again and it was decided that we would move forward with an attendance sheet at future meetings. **Action:** Claire/Anita to develop an attendance form.

Human Resources Committee Report. Don noted that there were a number of meetings over the Team Leader's performance review and that Jill Candlish has joined the committee.

Strategic Planning. No report.

2. Old Business

The Action Checklist was reviewed. It was noted that the enforcement of no parking zones would be left up to the Team Leader (operations). The idea of making the Gas Bar parking lot a one way was mentioned. The idea of coupling the decommissioning the septic with the work to expand the Gas Bar parking lot was raised.

Board Assessment Tool: On going. Jim noted he is exploring the best approach. FCL tool exists but Jim has to contact Interlocus to begin the process. Would be ideal to complete prior to the AGM and subsequent Board change.

Employee Housing: Beulah Creek camping is not viable for summer staff. Bob has moved away from housing as a solution to seasonal staffing issues and is now focused on other recruitment tactics.

Report from Nominations Committee: Claire noted that we have candidates lined up to stand for the Board at the AGM. All information is going out as planned. No feedback on the proposed resolutions to the bylaws to date.

Annual Action Calendar: Claire handed out an annualized general board action calendar, outlining tasks to be completed by month. **Action:** Board to provide comments on the calendar by the next Board meeting (May). **Action:** Claire to add a semi-annual performance check to the calendar.

AGM Prep: Claire reviewed the AGM preparation that is required for the meeting. **Action:** Bob to invite Mike Bonkowski from MNP to May 14th Board meeting and to the AGM. Discussed how to make this an event that members will be excited to attend. **Action:** The Co-op Managers and Donna/Jill will decide together on YES Camp attendees.

3. New Business

CPM Plan: FCL began rolling out the Corporate Performance Management (CPM) plan in 2015 to gear Co-operative Boards toward long term thinking and strategic planning. **Action:** Bob and Rob to decide the best approach to move

the CPM/Strategic Planning forward and how it should be handled (ie by committee, full board, etc) by the May Board Meeting.

AGM Planning: The Draft Agenda was discussed at length.

4. Ending Items. The meeting adjourned at 3:34 PM prior to an in-camera session.

Next Board Meeting date in May 14, 2016 at Room to Grow beginning at 1PM.

Action Items				
Priority	Who	Does What	By When	Complete
	Bob	Continue to investigate the cost to decommission the current septic. Septic has failed.	March board meeting	Waiting for quotes
	Bldg Comm	Provide a proposal with various washroom facility options for the board to select from, in preparation for requesting funding/support		On-hold
	Bob	In future, forward all correspondence in advance of a Board meeting to Anita, who will scan the documents and include with the meeting package.	On-going	
	Bob/Strategic Plan Committee	will finalize the CPM report which is currently a working document		In progress
	Bob	will convert the financial document provided by Jim (outlining project costs) into a GANTT chart, working with the different committees and with help from Lisha, Rob, and Anita	Jim to resend	In Progress
	Gov Comm	Annual Evaluation of the overall effectiveness of the board and the committees of the board; utilizing the DDP and Portal online. The Portal has a module that can be taken by the whole board as a group online, which we can get into further detail later in the year.	April	In progress
	Gov Comm	Develop a Sponsorship/Donation Form that must be filled out by anyone requesting resources. Keep an accurate record and develop policy on communicating community giving to the membership	April	In progress
	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	April	In progress
	Board/HR committee	Review the work plan that Bob put together and continue to help Bob develop a measurable set of objectives to follow, through annual and interim performance plans and reviews.		In Progress
	Bob	Will set up a meeting with Ringside businesses to discuss the details of the Hornby Creative move.	ASAP	Wed 18 th 2PM
	Claire	Will communicate with the membership the changes to bylaws 14 days in advance via First Edition and the Tribune by April 1 and will link the resolutions to the website.	April 1	Ongoing
	Committee Chairs	Include the date of the meeting and who attended in all meeting minutes moving forward.	On-going	
	Don	Will speak with CVRD regarding the toilet project. Ian Smith advice to be incorporated.		On going
	Bob	Will resend the CRS ID numbers ASAP.	ASAP	Pending
	Board	Will be notified to complete the self-assessment tool once it has been set up.		Pending
	Bob	May 27 is the tentative AGM date and Bob to confirm the date with FCL.	ASAP	On going
	Claire	Investigate if a seconding is required for Motions		

	Committees	Review and report back on the goals set out for the year	May Board Meeting	
	Rob	Provide Claire with the calculation of patronage as a total of net savings		
	Donna	Provide Tor with the name of potential builders for the power shed	ASAP	
	Bob	Request that the cashiers offer the membership brochure to non-members	ASAP	
	Claire/Anita	Develop an attendance form	May Board Meeting	
	Board	Provide comment on the annual action calendar	May Board Meeting	
	Claire	Add a semi-annual performance check-in to the annual action calendar		
	Bob	Invite Mike Bonkowski from MNP to May 14th Board meeting and to the AGM	ASAP	
	Co-op Mgrs/Donna/Jill	Decide together on YES Camp attendees		
	Bob/Rob	Decide the best approach to move the CPM/Strategic Planning forward and how it should be handled (ie by committee, full board, etc) by the May Board Meeting		