

**Hornby Island Co-op  
Board Meeting Minutes  
Dec 12, 2022**

Board Members Present: Reid Carter, Claire Burke, Judith Fletcher Elkins, Bill Havens, Tamara Lamont, Mike Zelen, Peter Cowan, Paul Ackerson, Casey Doss

Interim General Manager: Ian Anderson

Managers present from 4:31 to 4:42 Alex Allen,

Regrets: Charlie Wood, Gregg Wiltshire, Julia Waddington

Recorder: Charmaine Logan

Location: Zoom Meeting

**Opened the regular meeting at 4:31pm**

Alex raises some questions about the new building project. There is more work to do on the project, and there are more questions to be answered before moving forward on the project. Strategic plan and business plans will move forward under Ian's supervision. Budgeting process will be in January for Management team.

Management team signs off at 4:42pm

Next meeting Management won't be attending, as Ian Anderson is now in place as Interim General Manager.

- 1. Consent Items:** Accepted, as included in the *Nov 9 2022 Board Meeting Report Package* email, unless requested to be removed for discussion (no show of hands necessary);
  - a. Minutes of last meeting - Change to minutes Jill Candlish is not on the nomination committee.
  - b. Agenda: Addition to old items Board Activities and Board Assessment
  - c. Correspondence – *will be taken out of consent agenda to delegate responses Reid will write a letter to the staff and send it around to the board,*
  - d. Governance Committee Report
  - e. Membership Engagement Committee Report
  - f. Finance Committee Report
  - g. Business Evolution Committee Report

**Motion:** To approve Net Equity change of \$-4,181.09, as detailed in the report emailed, Equity Changes Dec 12, 2022 m/s Judith/Peter carried

**Interim General Manager Report**

Communication will likely be a major focus for the new team leader once they are in place. Health and safety protocols are operational but can be better. A request to FCL to support the evaluation and amelioration of the health and safety protocols.

**Old Items**

**Update of Board Strategies for Co-op Operations and Oversight during team Leader Transition.**

Hiring committee is currently interviewing candidates. More interviews are scheduled, there are multiple applicants.

Depending on the who is hired, it would be ideal if they would attend the 4 week training in Saskatoon, it is a great way to immerse and learn about FCL and the practices.

**Board Activities and Board Assessment:**

Board members are invited to complete the Board assessments. Claire and Reid will facilitate.

**Business evolution:**

Will address the current questions, and move forward in choosing a contractor.

**New Items:**

**Correspondence:** The response to the letter received from the staff will speak to the points mentioned. There is an all team meeting scheduled to find discuss the issues in an open and supportive space and clarify some of the roles of staff, management and board.

**Nominations committee**

The Committee Timeline, the 2023 Candidate Package and Nomination Form have all been updated in preparation to find new nominees. Still looking for another community member for the committee.

Regular meeting is adjourned at 5:37pm

**Action Items**

Who	Does What	By When	Complete
Board members	Read strategic plan and make notes to discuss at a later meeting		
<i>Reid</i>	<i>Draft a letter in response to the letter sent by the staff.</i>	<i>Dec 15th</i>	

<i>Clair</i>	<i>Will send the links to the Board assessment</i>		
<i>Committee chairs</i>	<i>Send Committee meeting notifications to all Board members</i>	<i>When Scheduling meetings</i>	<i>ongoing</i>
<i>Board</i>	<i>Complete at least one module on the board assessment tool each year</i>	<i>Ongoing</i>	
<i>Charmaine</i>	<i>Send out annual calendar with each meeting package</i>	<i>Ongoing</i>	
<i>Finance committee chair</i>	<i>Include the financial report discussed when sending the committee report.</i>	<i>After committee meetings</i>	
<i>Reid</i>	<i>Draft a letter in response to the letter sent by the staff.</i>	<i>Dec 15th</i>	

**Closing remarks -**

Next meeting Jan 9, 2023

Meeting adjourned at 6:02pm

Next Meeting Dates in 2023: Feb 13, Mar 13, April 3, May 8