

**Hornby Island Co-op  
Board Meeting Minutes  
Feb 13, 2023**

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

Regrets: Reid Carter

Interim General Manager: Ian Anderson

Recorder: Charmaine Logan

Location: Zoom Meeting

**Opened the regular meeting at 4:33pm**

**Interim General Manager Report:** Brief overview

**Consent Items:** Accepted, as included in the *Feb 13, 2023 Board Meeting Report Package* email, unless requested to be removed for discussion (no show of hands necessary);

- a. Minutes of last meeting: Addition to Update on Team Leader: The committee gave a high level overview of the candidate profiles, the interview process, and that they were in final stages to determine who should be met for an in-person interview. There was commitment to involve any other board members by extending the offer to be included on the in-person final interview.
- b. Agenda additions:
  - New Business:
    - a. Motions to approve expenditures
    - b. Audit engagement motion
    - c. FCL AGM - Resolutions
    - d. Ringside improvements
  - c. Correspondence – *will be taken out of consent agenda to delegate responses*
  - d. Governance Committee Report
  - e. Membership Engagement Committee Report
  - f. Finance Committee Report
  - g. Business Evolution Committee Report – public release - take out to discuss

**Motion:** To approve Net Equity change of \$-800.04 as detailed in the report emailed, Equity Changes Jan 9 m/s Claire/Judith carried

**Interim General Manager report** – Website and tech update

**Old Items**

**Update on Team Leader Search**

2 individuals on the short list, in person interviews on Feb 24 and 25. There will be tours of the store, tours of the Island, and a chance to meet and greet many members of the board.

**Strategic Plan Review:**

Deferred until the new Manager is hired

**Business Evolution:**

The correspondence to the public has been drafted and approved by the board.

**Nominations committee**

There is some forward movement in finding new board members.

**Board Assessments**

Deferred to next meeting.

**Motion** to approve the 2023 budget as presented M/S Judith/Mike all in favor motion passes

1. **Board Motion #1** - Approve travel expenses for Lisha Scott/Team Leader incurred and paid April/May 2022 in the amount of \$1742.50 M/S Claire/Judith all in favor motion passes
2. **Board Motion #2** – Approve Share Capital Repayments in the amount of \$414.76 for the members listed below. (Summer 2022) M/S Claire/Judith motion passes all in favor
3. **Board Motion #3** – Approve the actual General and Overage Repayments for 2020, 2021, 2022 Fiscal Years M/S Claire/Casey all in favor motion passes

**General and Overage Repayments**

1. **Allocation for yearend January 31, 2020**  
The general cash repayment of \$34,405.00 and the overage cash repayment of \$6,556.26 have not been formally approved by the Board of Directors.
2. **Allocation for yearend January 31, 2021**  
The general cash repayment of \$17,394.00 and the overage cash repayment of \$3,725.01 have not been formally approved by the Board of Directors.
3. **Allocation for yearend January 31, 2022**  
The general cash repayment of \$38,631.14 and the overage cash repayment of \$5,790.06 have not been formally approved by the Board of Directors.

**Motion** to authorize Reid Carter to sign the engagement letter on behalf of the Board to engage MNP to conduct the 2023 audit M/S Mike/Judith motion passes

**Ringside improvements** – Main issue is accessibility and dust, in the short term until the redevelopment begins, it would be beneficial to address this before the summer.

**Action Items**

Who	Does What	By When	Complete
Board Members	Approve petroleum variances	Quarterly	
Claire Finance Committee	Discuss expense report procedures with finance committee	When the new Manager is hired	
Board Chair Nominations committee	Prepare information package for new board members that includes strategic plan, financial statements, budget, etc.	AGM	
Ian	Will check into blue crush for the pathways in ringside	April - May	
Paul	Send Building Project Communication for Ian to review prior to publishing it in the First Edition and on website	Before Feb 19	
Committee chairs	Send Committee meeting notifications to all Board members	When Scheduling meetings	ongoing
Board	Complete at least one module on the board assessment tool each year	Ongoing	
Finance committee chair	Include the financial report discussed when sending the committee report.	After committee meetings	ongoing

Next meeting Mar 13, 2023

Regular meeting is adjourned at 5:50pm

In Camera session adjourned at 5:54pm

Next Meeting Dates in 2023: April 3, May 8

#### **General and Overage Repayments**

4. ***Allocation for yearend January 31, 2020***
5. *The general cash repayment of \$34,405.00 and the overage cash repayment of \$6,556.26 have not been formally approved by the Board of Directors.*
- 6.
7. ***Allocation for yearend January 31, 2021***
8. *The general cash repayment of \$17,394.00 and the overage cash repayment of \$3,725.01 have not been formally approved by the Board of Directors.*
- 9.
10. ***Allocation for yearend January 31, 2022***

**11.** *The general cash repayment of \$38,631.14 and the overage cash repayment of \$5,790.06 have not been formally approved by the Board of Directors.*