

**Hornby Island Co-op
Board Meeting Minutes
May 17th, 2021**

Present: Jill Candlish, Jennifer Fletcher, Tamara Lamont, Lisha Scott, Judith Fletcher, Claire Burke, Randy Wunderlich

Regrets: Reid Carter, Bill Havens

Recorder: Charmaine Logan

Location: Zoom Meeting

Performance review report: 2:30-3:00pm with Joe Van Dolan

In Camera meeting – 3:00 – 3:30 and 4:36 -5:42

Regular meeting: 3:30pm – 4:36

President's report. This will be my last meeting. It has been a pleasure, and I would like to stay on but there are other things I need to prioritize at this time. There has much correspondence from members this month, which reflects the need to review then clarify the policy about how to receive feedback, from members or staff.

If verbal feedback is given to any Board member, from staff or members, the Board member will request that the feedback be put in writing and sent in. We decided that the Governance Committee will work on a more formal policy for written correspondence, perhaps suggesting that Correspondence must be given to the President first, before the entire board. The President, possibly with the help of the other Officers, can filter the correspondence to see if its appropriate to send out immediately to the Board or can wait until a meeting. Also, some of it may pertain to 'Operations' and will then be sent on directly to Lisha.

Thank you to the staff and management team for managing through this latest round of COVID restrictions, which has been tougher, with springtime, and vaccinations on the forefront of peoples minds. Staff will not be asked if they have had a vaccination, as it is a human rights issue. Patrons will not be provided with any of that information.

Safety protocols will continue to be followed, until the all clear from all of the health officials has been issued. The Co-op will continue to go over and above to protect the community.

Thank you to Jennifer fletcher, we will miss your wisdom and engagement on the board.

Consent Items - The consent agenda included: Minutes as well as Notes from the April 12th meeting, Agenda with the following additions, HR/PR review committee report, and the patronage refund report

May 17th meeting agenda additions:

- AGM Postponement
- Succession Planning
- Patronage refund

All are accepted without amendments, as included in the May 17th, 2021 Board Meeting Reports Package e-mail.

Team Leader Report

April 2021 Equity Changes

MOTION: To approve the net equity changes of \$-1265.41 as presented by Lisha Scott.
M/S Judith/Jennifer, carried.

Contract Negotiations: The next dates are set for May 26/27.

Bursary approval

MOTION: To approve McPherson Bursary awards of \$1500 to Finnley Nyberg and \$1500 to Boon Blanchard. **M/S Jennifer/Judith/, carried.**

Patronage refund:

MOTION: Requesting a motion to approve RESOLUTIONS FOR THE DISTRIBUTION IN SAVINGS as written in the attached Patronage Allocation Recommended Resolutions - 1% for Store and Pumps.

M/S Claire /Randy, carried.

MOTION: Requesting a motion to approve RESOLUTIONS FOR CASH REFUNDS (GENERAL REPAYMENTS) as written in the attached Patronage Allocation Recommended Resolutions - 1%.

M/S Claire /Judith, carried.

Blue bus: HICEEC is interested in improving the bus stop with a shelter and a new bus bench. The current bus stop is not the best, we will propose that the new bus stop will be over by the Gasbar for safety reasons.

New Business:

- a) Succession planning – Reid and Claire have expressed interest in executive roles, Jill has been discussing governance with the past president, and rotations between executive roles. Vice president role was not officially filled, but has been filled by Claire, Jennifer, and Reid when needed.
- b) AGM postponement – The AGM will be in September, and the date will be decided by the new board next month. Remuneration for board members will come at the coming AGM. Jill will give a Presidents report at the AGM, and the new President will also address the members. The 3 new applicants can be appointed by the board at this time.

MOTION: To approve the appointment of the 3 applicants to begin serving as new board members at the June meeting. The appointment is necessary due to the postponed AGM. They will be appointed to serve on the board until they be elected by acclamation at the rescheduled AGM. **M/S Jill/Claire, carried**

- c) Review Committee Purpose/Goals - June
- d) Strategic plan review - June

- e) Book dates for strategic Planning session and Membership Engagement meeting - June
- f) Orientation of new board members - June
- g) Sign COI, Commitment to Office, Confidentiality agreement - June
- h) Review committee TOR, purpose, goals - June
- i) Provide new directors with director's manual and bylaws - June
- j) Set time and date for regular board meetings (Motion to Accept) - June

Next Board meeting Monday, June 7th - 2:30pm start on ZOOM for Board members

Reports due June 2nd, 2021

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

Action Items

Who	Does What	By When	Complete
Jill	Email the new Board about the meeting date of June 7 or 21	asap	
Claire	Email bill to make sure he is ok to use last years bio	May 30	
Claire	Send new board members the manual and orientation package, and any other pertinent details.	June 1	
Lisha	Present Business plan	Deferred to the fall	
PR committee	Will recommend a revised timeline for strategic planning and business planning	June	
Charmaine	Create an online survey using the board assessment tool questions	September	
Lisha	Send COVID Community report	When available	
Lisha	Strategic plan document	June Meeting	
Governance committee	Review communication of feedback policy	June	
Membership Engagement Comm	Discuss communication about the Patronage refund	June	