

**Hornby Island Co-op  
Regular Board Meeting Minutes  
July 17, 2017**

**Present:** Jim Garton, Don Peterson, Claire Burke, Rob Lewis, Donna Tuele, Chris Olsen, Al Dickie, Bill Havens, Bob Casault

**Regrets:** Jill Candlish

**Recorder:** Anita Lewis

**Location:** Dickie Residence

**Time:** 6:04 PM – 7:32 PM

**Next Regular Board Meeting:** Monday, September 18, 2017

**Approval of June 19, 2017 Minutes:** M/S Rob/Chris, carried

Jim opened the meeting by offering the Board's condolences to Bob on the passing of his mother. He also thanked Al for inviting the Board to his home for the meeting. Main objective of the meeting is to review committee terms of reference and objectives.

**1. Standing Items:**

**MOTION:** Approve the minutes of the June 19/17 Board Meeting. M/S Chris/Don, carried.

**MOTION:** Approve the minutes of the May 28, 2017 AGM. M/S Donna/Rob, carried.

There were no changes to the agenda other than to defer review of the action checklist to later in the agenda. Donna received communication from Andy Savory regarding a possible sale of the land used by the Co-op (staff parking).

**Action:** **Donna** to provide Andy Savory's contact information to Bob. **Action:** **Bob** to contact Andy Savory.

**2. Reports:**

**Team Leader** – Bob reviewed the Team Leader report. There was a discussion around extending the 10% discount to retired staff. It was decided that the HR committee would review the idea and provide a recommendation. There was also discussion around the Shield's Road acreage that is currently for sale, as a potential investment for the Co-op. Bob is impressed with the level of entertainment provided by the Ringside merchants.

**MOTION:** To approve the net equity change of -\$6,856.75 as presented by the Team Leader. M/S Donna/Al, carried.

**MOTION:** To approve the cancellation of the interest owed by Janet Morgan of \$25.00. M/S Chris/Don, carried.

**3. Committee Reports:**

**Governance and Nominating** – Claire reviewed the work done by the committee and laid out the timeline for achieving the identified deliverables.

**Finance and Audit** – Rob reviewed the goals of the Finance committee. Margin improvement in the past year has been due to efficiency gains, not price increases. Rob outlined the very positive results for P5.

**Membership engagement** – Bill outlined the rationale behind the decision to unify the Membership Engagement committee with the Marketing and Communications committee. There was a question around how to handle the influence of the outside world on the Co-op business. Bill will spearhead a SWOT analysis to address these kinds of issues and this will be a subset of the Strategic Plan.

**Marketing and Communications** – see above

**Building Assets** – Don did not review terms of reference as they already exist but he did outline the main objectives of

the committee. It was decided that the committee reports can serve as good record keeping and that each committee will provide their reports to the Secretary.

**Human Resources** – Jim reviewed the terms of reference for the HR committee.

**Strategic Planning/Steering** – Rob reviewed the 7 steps required to develop the Strategic Plan for the Co-op and the associated timeline. Bill will provide a SWOT analysis of emerging markets.

**Ringside Liaison** – Don did not have an official report for Ringside, however, there currently aren't any issues that need to be addressed. A couple of meetings a year would be a good idea for coordinating events/activities between the Co-op and Ringside.

**Other:** There was a question around the policy of obtaining 3 quotes for work done at the Co-op and if there should be a dollar amount associated with the policy (all jobs over X amount require getting competitive bids). **Action:** The Finance committee will review and recommend. **Action:** Anita will consolidate all the committee reports and send to the board in one email.

**4. New Business**

**Co-op Website** – Current website is not up-to-date. **Action:** Donna will provide the names of locals who can handle changes on a wordpress website.

**5. Deferred from June Meeting**

**Old Business – Review of Action Checklist | Shared Values** – The shared values document, provided by Lisha Scott, is to be reviewed as part of the strategic plan process. It was noted that having the staff engaged in mission/values is important.

**New Business – CAST Conflict Resolution | Fall Conference** – deferred to next meeting. We will be invited by CAST and so it doesn't need to be on the action checklist.

**6. Ending Items.**

- a. In-camera session – not required

The Meeting adjourned at 7:32 PM. M/S Bill, Chris, carried.

**Next Board Meeting scheduled for September 18, 2017 - location TBD**

**If items on the action list fall under a committee, it can be taken off the action list.**

Action Items				
Priority	Who	Does What	By When	Complete (Y/N)
	Bob/Lisha	to provide a copy of the FCL Hazard Identification Risk Assessment report to the building committee (AI).	September board	
	MNP	Provide a quote for handling the full audit for the Co-op	October	
	Bob	Will discuss with Kara Lee, FCL, on how to minimize unidentified accounts – what is legal requirement to deal with this (can we take the money back, for example)?	October	
	Jill	Find information for the YES camp	September board	
	Donna	Provide Andy Savory's contact information to Bob.	asap	
	Bob	Contact Andy Savory re sale of property to the Co-op.		
	Donna	Provide the names of locals who can handle the changes on a wordpress website	asap	

