

**Hornby Island Co-op  
Board Meeting Minutes  
June 1, 2020**

**Present:** Claire Burke, Jill Candlish, Jennifer Fletcher, Judith Fletcher Elkins, Bill Havens, Dave Hoy, Rob Lewis  
Don Peterson, Lisha Scott, and Randy Wunderlich

**Recorder:** Anita Lewis

**Location:** Zoom Meeting

**Time:** 10:05 AM – 12:29 PM

Don opened the board meeting at 10:05AM.

**Consent Items:**

The consent agenda included: the minutes from the May 7<sup>th</sup> board meeting, the meeting agenda, correspondence, and the President's reports. Governance to be discussed under the topic of Board Effectiveness. The consent agenda was adopted.

**Standing Items:**

**Team Leader Report** – Patronage was discussed, and it was decided to hold off on the patronage refund until the AGM but to communicate this decision to the membership. The \$40,000 allocation for 2019 Fiscal Year Profit Share bonus for managers/staff was discussed at length. **Action: Lisha to provide the calculation of Full Time Equivalent staffing.** Minimum wage went into effect and staff is still receiving the \$2/hour supplement for now. Fuel variances fell within the acceptable range. **Action: Don will write a letter to Linda Manzer, on behalf of the board, thanking her for her support for the last few years.**

**MOTION: Total \$40,000 allocation for 2019 Fiscal Year Profit Share Bonus based on individual amounts and pro-rated based on Gross Wages earned be revised in favour of the employees to a 60/40 split. M/S Don/Bill, carried.**

**MOTION: To approve the net equity change of \$330.00 as presented by Lisha Scott. M/S Judith/Jill, carried.**

**MOTION: To approve the write off of \$17.03 from the Gas Bar. M/S Claire/Judith, carried.**

**Strategic Planning** – Postponed the interim review planned for April. Lisha reviewed the goals laid out in the strategic plan and highlighted status for each one. Discussed inviting the new FCL Retail Advisor to guide a strategic planning session in November. **Action: Lisha/FCL Retail Advisor/Board member to discuss agenda items for November Strategic Planning session. Action: Lisha to request availability of Retail Advisor for a November Strategic Planning session.**

**Old Business:**

**Action Checklist** – reviewed.

**Jim Garton Gift Presentation** – **Action: Don will arrange a meeting with Jim and invite the board.**

**Board Remuneration** – Jill asked for feedback on the proposal from last year. A resolution for board remuneration must be communicated at the time of the AGM to provide enough notice to members. **Action: Jill/Claire will revise the remuneration resolution by mid-August.**

**New Food Store Feasibility Study** – Is this the right time to make big investments? We do have to address upgrades to the building. Extensive discussion on the financial implications as laid out in the FCL feasibility study. **Action: Lisha will put together an action plan with regards to a new store for the board, including a timeline on addressing structural issues.**

**New Business:**

**Annual Action Calendar Items Flagged:**

- **Review Committee Purpose/Goals** – postponed until after 2020 AGM to include new board members
- **Book date for 2020 Strategic Planning Session**
- **Book Date for Membership Engagement Meeting** – To be discussed at the June meeting of the Membership Engagement committee.

**Board Effectiveness Assessment Options** – The FCL portal contains numerous resources including board effectiveness tools, however, it was noted that it is not optimized for mac users. **Action: Don/Claire will take on developing a board and director assessment tool.**

**Meeting Dates** - June meeting at end of month to review financial is TBC. A meeting mid-August is required to discuss the remuneration resolution. **Action: Claire, Jill, Don will develop the final board remuneration draft and forwarded to the board for review.** A date for a membership engagement meeting will be discussed at the June Membership Engagement meeting in June.

Meeting adjourned at 12:29 PM prior to in-camera.

**Next Regular Board Meeting: September 14<sup>th</sup> with reports due September 9<sup>th</sup>**

<b>Action Items</b>			
<b>Who</b>	<b>Does What</b>	<b>By When</b>	<b>Complete</b>
<i>Managment</i>	<i>Initiate the beta test of online file storage with Cloudspace Inc</i>	<i>October</i>	
<i>Lisha</i>	<i>Ensure more consistent communication on the building project progress</i>		<i>On Hold</i>
<i>Lisha</i>	<i>Investigate the monitoring system capabilities further (Metro Labs) and to see if there are alternate potential fixes to consider</i>		<i>On Hold</i>
<i>Lisha</i>	<i>Continue to provide weekly operational email updates during COVID pandemic</i>		<i>On going</i>
<i>Claire</i>	<i>Tentatively book New Horizons for the Co-op AGM</i>		
<i>Lisha</i>	<i>Provide the calculation of Full Time Equivalent staffing</i>		
<i>Don</i>	<i>Write a letter to Linda Manzer on behalf of the board.</i>		
<i>Lisha</i>	<i>Request availability of Retail Advisor for a November Strategic Planning session</i>		
<i>Lisha/FCL RA/Board</i>	<i>Discuss agenda items for November Strategic Planning session</i>		
<i>Don</i>	<i>Arrange a meeting with Jim Garton and invite the board</i>		
<i>Lisha</i>	<i>Put together an action plan with regards to a new store for the board, including a timeline on addressing structural issues</i>		
<i>Don/Claire</i>	<i>Developing a board and director assessment tool</i>		
<i>Jill/Claire/Don</i>	<i>Develop the final board remuneration draft and forwarded to the board for review</i>	<i>Mid-August</i>	