

**Hornby Island Co-op
Regular Board Meeting Minutes
March 19, 2018**

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

Recorder: Anita Lewis

Location: Heron Rocks Friendship Centre

Time: 2:11 PM –4:28 PM

Next Regular Board Meeting: April 16, 2018

The meeting began with the in-camera session at 1PM.

Standing Items:

MOTION: Approve the minutes of the February 19/17 Board Meeting. M/S Jill/Chris, carried.

The minutes were approved as presented. The meeting Agenda was approved. There was no correspondence.

1. Reports

Team Leader Report. Bob submitted his report prior to the meeting. **Action:** **Board** to set a meeting to review the CPM as presented, by the next board meeting. **Action:** **Claire** will add review of the CPM as an item on the April meeting agenda. **Action:** **The HR Committee and Board** will review the work plan that Bob put together and continue to help Bob develop a measurable set of objectives to follow, through annual and interim performance plans and reviews. **Action:** **Rob** to work with Bob and the Building Committee to determine patronage payout to, keeping in mind funds needed for capital projects. This needs to be done prior to closing year-end.

MOTION: That the Board accept the bonus pay of a total of \$14,490 for Department Managers and \$15,000.01 for staff, as presented by the Team Leader. M/S Rob/Don, carried

MOTION: To accept the write off of accrued interest changes of \$21.25, \$21.57, \$21.50, and \$0.97 as presented by the Team Leader. M/S Donna/Chris, carried.

MOTION: To approve the net equity change of \$0.00 as presented by the Team Leader. M/S Rob/Chris, carried.

President's Report. Jim continues to be impressed by all the hard work being done by the staff, management, and the Board.

Finance Committee Report. Rob noted that the 2018 Budget is close to being finalized. **Action:** **Bob/Rob** will have the budget finalized in advance of the next board meeting. **Action:** **Claire** will email the Finance Committee the FCL forms to assist with creating an accounting system for the reimbursement of FCL expenses.

Building Committee Report. Don discussed the three projects that are the focus of the Building Committee per his report. **Action:** **Bob** will set up a meeting with Ringside businesses to discuss the details of the Hornby Creative move. There was extensive discussion around the process/policy of awarding contracts. **Action:** **Claire** will send the wording of the current 3-quote policy. **Action:** **Claire/Rob** will, by the next board meeting, we take a look at the policy of 3 quotes and work out a way to get the quotes in a timely fashion.

Membership Engagement Report. A membership engagement meeting was discussed to present proposed bylaw changes in advance of the AGM; the board decided that clear communication in advance of the AGM would be sufficient. **Action:** **Claire** will communicate with the membership the changes to bylaws 14 days in advance via First

Edition and the Tribune by April 1 and will link the resolutions to the website. **Action:** The Board will consider if a Q&A on the resolution changes prior to the AGM is required.

Governance Committee Report. Claire walked the Board through all the recommended Bylaw changes. There was discussion around the requirement for an attendance record. **Action:** All committees should include the date of the meeting and who attended in all meeting minutes moving forward.

MOTION: The Board accept the bylaw changes as presented, subject to minor revisions and clarification of appropriateness by FCL. M/S Rob/Claire, carried.

- **Action:** Board to review the bylaws changes for wording and spelling and reply with any changes ASAP to Claire by email.

Human Resources Committee Report. No report.

Strategic Planning. No report.

2. Old Business

The **Action Checklist** was reviewed and clarification on some of the completed items was provided.

- **Action:** Don will speak with CVRD regarding the toilet project.

MOTION: To renew the GIC with the Credit Union at the rate of 1.75%. M/S Rob/Don, carried.

Board Assessment Tool (Claire). **Action:** Bob will resend the CRS ID numbers ASAP. **Action:** Jim will correspond with Interlocus to set up the Board Assessment tool. **Action:** All board members will be notified to complete the self-assessment tool once it has been set up.

3. New Business

Employee Housing: There was discussion around the short-term solutions to summer staff housing that have been undertaken so far for this year including camping options and the Joe King membership for all employees. **Action:** Bob to discuss camping for summer staff with Beulah Creek.

Report from Nominations Committee: We have 3 positions up for election this year, Jill Candlish will stand for re-election, and Donna Tuele and Chris Olsen will not be standing again. Bill reviewed the names of potential candidates, and the board discussed what skills we were looking for, and the importance of diversity and gender equality.

Action: The Nominations Committee will decide who will approach potential candidates, and let the candidates know that this is an election, not an appointment, and direct them to the board package.

Annual Action Calendar: **Action:** Claire will move discussion of the annual action calendar to next month's agenda.

AGM Prep: Claire has issued a list of tasks required to prepare for the AGM and recommends that the Board set up a separate meeting to discuss the list. Claire and Jim will provide the framework. **Action:** May 27 is the tentative date and Bob to confirm the date with FCL.

4. Ending Items. The meeting adjourned at 4:28PM.

Next Board Meeting date in April 16, 2016 at Room to Grow beginning at 1PM.

Priority	Who	Does What	By When	Complete
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	Bob	No-parking zones (by Hornby Creative and the dog friendly/Sizzle parking at the Gas Bar) are marked but will be enforce April 1	April 1	
	Bob	Continue to investigate the cost to decommission the current septic.	March board meeting	On-going
	Bldg Comm	Provide a proposal with various washroom facility options for the board to select from, in preparation for requesting funding/support		On-hold
	Bob	In future, forward all correspondence in advance of a Board meeting to Anita, who will scan the documents and include with the meeting package.	On-going	
	Bob/Strategic Plan Committee	will finalize the CPM report which is currently a working document		
	Bob	will convert the financial document provided by Jim (outlining project costs) into a GANTT chart, working with the different committees and with help from Lisha, Rob, and Anita		In Progress
	Rob	will present the 2018 Budget at the March 2018 Board Meeting	April Board meeting	In progress
	Don	will set up a meeting with Michael McNamara and get more info on the firm and the potential fee(s) involved before we can decide on the Engineering Firm		On going
	Gov Comm	Send out notices as per our bylaws regarding upcoming AGM and special resolution / bylaw changes	April	Pending
	Gov Comm	Annual Evaluation of the overall effectiveness of the board and the committees of the board; utilizing the DDP and Portal online. The Portal has a module that can be taken by the whole board as a group online, which we can get into further detail later in the year.	April	Pending
	Gov Comm	Develop a Sponsorship/Donation Form that must be filled out by anyone requesting resources. Keep an accurate record and develop policy on communicating community giving to the membership	April	Pending
	Claire / Anita	Work with Recording Secretary to compile a Board Policy Manual, a reference document where Framework Policies and Governance Policies are recorded, and added to as motions are passed	April	Pending
	Board	Set a meeting to review the CPM as presented.		
	Claire	Will add review of the CPM as an item on the April meeting agenda.	April Board Meeting	
	Board/HR committee	Review the work plan that Bob put together and continue to help Bob develop a measurable set of objectives to follow, through annual and interim performance plans and reviews.		
	Rob	To work with Bob and the Building Committee to determine patronage payout to, keeping in mind funds needed for capital projects	ASAP	
	Claire	Will email the Finance Committee the FCL forms to assist with creating an accounting system for the reimbursement of FCL expenses		
	Bob	Will set up a meeting with Ringside businesses to discuss the details of the Hornby Creative move.	ASAP	
	Claire	Will send the wording of the current 3-quote policy		
	Claire/Rob	Will, by the next board meeting, we take a look at the policy of 3 quotes and work out a way to get the quotes in a timely fashion.	April Board Meeting	
	Claire	Will communicate with the membership the changes to bylaws 14 days in advance via First Edition and the Tribune by April 1 and will link the resolutions to the website.	April 1	

	Board	Will consider if a Q&A on the resolution changes prior to the AGM is required.		
	Committee Chairs	Include the date of the meeting and who attended in all meeting minutes moving forward.		
	Don	Will speak with CVRD regarding the toilet project.		
	Board	Review the bylaws changes for wording and spelling and reply with any changes ASAP to Claire by email.	ASAP	
	Bob	Will resend the CRS ID numbers ASAP.	ASAP	
	Jim	Will correspond with Interlocus to set up the Board Assessment tool.		
	Board	Will be notified to complete the self-assessment tool once it has been set up.		
	Bob	Discuss camping for summer staff with Beulah Creek.		
	Nominations Committee	Decide who will approach potential candidates, and let the candidates know that this is an election, not an appointment, and direct them to the board package.		
	Claire	Move discussion of the annual action calendar to next month's agenda.	April Board Meeting	
	Bob	May 27 is the tentative AGM date and Bob to confirm the date with FCL.	ASAP	