

**Hornby Island Co-op
Board Meeting Minutes
March 1st, 2021**

Present: Jill Candlish, Reid Carter, Jennifer Fletcher, Tamara Lamont, Lisha Scott, Judith Fletcher, Claire Burke

Regrets: Randy Wunderlich, Bill Havens

Recorder: Charmaine Logan

Location: Zoom Meeting

In Camera: 2:30-3:00pm and 4:36-5:15pm

Regular meeting: 3:00pm – 4:36pm

Jill opened the In Camera board meeting at 2:30pm. The regular board meeting began at 3:00pm with Lisha and Charmaine joining.

President's report: Thank you to Charmaine for being willing to come on board as recorder. Thank you to Claire for all her work towards encouraging everyone to sign onto the Board portal. There is so much information and helpful tools for the Board to access. Acknowledgement to the staff for keeping positive throughout the stressful times of COVID. Gratitude for Lisha and the team who are on top of the current COVID information, and making plans to cope through it.

Consent Items - The consent agenda included: The minutes from the February 1st, 2021 board meeting, Governance committee report, and the Performance Review Committee Report . All were approved without amendments, no motion needed.

March 1st meeting agenda with the following 2 additions:

- Motion to hire Charmaine as recorder.
- Zoom membership for the Board.

All are accepted without amendments, as included in the March 1, 2021 Board Meeting Reports Package email.

MOTION: To hire Charmaine Logan as the recording secretary at \$25 per hour, on contract for 6 months. To be reviewed in October 2021. **M/S Claire/Judith, carried.**

Team Leader Report

MOTION: To approve the net equity change of \$1291.50 as presented by Lisha Scott. **M/S Jill/Reid, carried.**

New business: Nominations committee report

- Discussion around the possible nominees, and some additions were made to the list, top choices highlighted for the committee to move forward with contacting people.
- If there are more than enough nominees to fill the available positions, there will be an election. A normal process for any election of Directors.
- Former staff can be elected, usually after some time passes.

- Aiming to maintain gender equality on the Board.

AGM planning:

- Scheduled for May 30th, 2021. It will once again be a zoom meeting
- Membership engagement meeting has not yet happened. Management would take the reins on the next public meeting. Continue with the Fall schedule for the Membership engagement meeting.
- May be good timing for sharing plans with the Community.

Conference election update: Claire reported on the new Representatives elected. Graham Anderson and Paul Hames, both from the West Coast.

ZOOM Membership: The board would like to purchase another ZOOM account. For the board to be able to record in camera sessions and have access at other times for committee meetings as needed. It will be subscribed to on an allocated board e-mail account through the Co-op server.

MOTION: To purchase an additional ZOOM membership for Board member access. M/S Claire/Judith, carried.

Next Board meeting changed to Monday, April 12th to 2:30pm on ZOOM

Reports due April 7th, 2021

Change the meeting schedule for May, from the 3rd to the 17th.

All meetings will commence at the 2:30 time moving forward.

Regular Meeting adjourned at 4:36 PM, with In-Camera continuing after.

Action Items

Who	Does What	By When	Complete
Lisha	Ensure consistent communication on the building project progress	On going	
Lisha	Set up a ZOOM account for the Board of Directors	April 2021	
Lisha	Create/Sign a contract for the Board Recording Secretary	March 2021	
Claire	Amend and send the new board meeting schedule	April 2021	
Lisha	Develop a policy on how to thank retiring managers	June 2021	
Lisha	Provide the board with the financial impact of paying all staff a living wage in advance of union contract negotiations.	By May 2021	

<i>Lisha?</i>	<i>Notifications for the AGM sent out</i>	<i>April 30th 2021</i>	
<i>All</i>	<i>Send in New Board Bios in the third person</i>	<i>April 1st, 2021</i>	
<i>Membership Engagement Committee</i>	<i>Call a meeting to plan for AGM</i>	<i>April 2021</i>	
<i>Lisha</i>	<i>Present Business plan</i>	<i>April 12, 2021</i>	
<i>Claire</i>	<i>Update the policy on Board childcare expenses</i>	<i>March 2021</i>	