

**Hornby Island Co-op  
Regular Board Meeting Minutes  
May 22, 2018**

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

**Regrets:** Donna Tuele

**Guest:** Lisha Scott

**Recorder:** Anita Lewis

**Location:** Room to Grow

**Time:** 10:32AM – 1:04PM

**Next Regular Board Meeting:** TBC

Jim opened the meeting at 10:32 AM. He noted that the conference call with MNP auditor, Cory Vanderhorst was scheduled for 10:45AM.

**Standing Items:**

The minutes were approved as presented.

**MOTION:** Approve the minutes of the April 16/18 Board Meeting. M/S Don/Rob, carried.

The agenda was accepted as distributed.

Bob reviewed a number of points of correspondence:

- The HIAC board sent a note thanking the Co-op for its sponsorship of film festival.
- The Hornby Island Blues Society thanked the Co-op for the raffle basket.
- Elder Housing requested a donation of up to \$6,000 to cover the wheelchair accessibility renovations to unit #6. This is an operational decision.
- Daniel Arbour thanked the Co-op for the soccer team jerseys for (posted on Facebook).
- Albini-Patrick Lapierre won the wheelbarrow prize draw during the Fuel up to Win promotion and posted a photo of himself on Facebook happily using the wheelbarrow.

**Financial review with MNP Auditor**

Jim asked Rob to set the stage for the con call with the MNP auditor. Rob led the conversation with the Auditor, Cory Vanderhorst, from MNP. Cory reviewed the process of the audit. It was noted that the discrepancies found during the audit accumulated to less than \$2,500. This is considered very minor and MNP was comfortable with the audit results.

**Action:** **Bob** will sign and scan balance sheet financials and send back to Cory ASAP. **Action:** **Bob** to arrange for copies to be printed at the AGM ASAP.

**1. Reports**

**Team Leader Report.** Bob presented his team report. **Action:** **Bob** will provide a comparative review of the quotes for the meat/dairy cooler so the board can make an informed motion against the expenditure at the next board meeting. **Action:** **Lisha** will send the refined AR policy to the board a week prior to the next board meeting. **Action:** **Bob** to speak with FCL about the ability to capitalize the costs associated with changes to the Ringside and to the parking lot expansion.

**MOTION:** To approve the net equity change of \$990.00 as presented by the Team Leader. M/S Bill/Chris, carried.

**President's Report.** Jim thanked Donna Tuele and Chris Olsen, our two retiring board members. They have given

their utmost over the past years and the Co-op is clearly better for it. Chris was 4 years on the board. Jim presented the board members with their official Co-op photo.

**Finance Committee Report.** Rob discussed a double counting discrepancy in the 2018 budget due to GL coding issues. Rob proposed that the Board re-approve the budget as it is in the system.

**MOTION: Reapprove the budget with the change in net savings before taxes from \$406,876 to \$442,832. M/S Rob/AI, carried.**

**Building Committee Report.** Don discussed the changes in the Ringside. Parking lot expansion has run into issues with supply of gravel, so the committee is recommending a small expansion to create some additional parking in the Gas Bar until the issue is resolved.

**MOTION: To approve the expenditure of \$7,500 to purchase a precast engineered concrete pad to replace the concrete barriers in the Gas Bar parking lot. M/S Don/AI, carried.**

It was suggested that a policy needs to be in place to clarify how changes to Ringside buildings (either renovations or new builds) be handled. **Action: Co-op Management Team** will prepare a Ringside renovation/build policy for presentation to the Board at the October Board meeting.

**Membership Engagement Report.** Bill discussed the planned Membership Appreciation Day BBQ that will take place on June 16<sup>th</sup> in the Ringside.

**Governance Committee Report.** Claire noted that the governance committee would like to see donations policy, outlining the criteria for donations, how it is budgeted for, and a standardized request for donation form that includes a method of recognition. **Action: Management** will prepare the donations policy with the assistance of the governance committee. There was also discussion around a Board Expense policy that marries both FCL and the Hornby Co-op Board's needs. **Action: Claire** will sit with Finance committee and Team Leader to develop the expense policy.

**Human Resources Committee Report.** No report.

**Strategic Planning.** Rob noted that it was decided at the last board meeting that the Strategic Plan should be developed at the Board level vs a committee level. **Action: Bob** to complete the SWOT Analysis for review with Rob in advance of the next board meeting.

## 2. Old Business

The **Action Checklist** was reviewed.

- The requested quotes for the septic system have not come in. **Action: Bob** to confer with Larry from Valley Septic and/or seek out an approved contractor on [www.wcowma-bc.com](http://www.wcowma-bc.com).
- **Action: Committees** to provide their reports for the AGM ASAP- must be printed prior to AGM.

**Board Assessment Tool:** Jim noted that this is in process.

**AGM:** Claire discussed the outstanding details in preparation for the AGM including agenda review and the required motions for the agenda, prior AGM minutes, patronage, and changes to resolutions. **Action: Claire** will ask Donna to present the YES camp participant names.

## 3. New Business

**Election of Officers Post AGM:** The new board will meet directly after the AGM and will sort out the board structure.

**Ford Cove:** Jim and Don met with Islands Trust (IT) representative Tony Law to discuss the Ford Cove expansion. It was noted that the Co-op works hard to be in compliance with rules and regulations, at great expense, and we would like to ensure that we are all competing on a level playing field.

It was noted that a juice bar is going up on Beulah Creek property which is feasible as bylaws are different on the Beulah Creek property vs the Co-op land.

**4. Ending Items.** The meeting adjourned at 1:04 PM prior to an in-camera session.

*NOTE: Hornby Island Co-op Vote by email on May 24, 2018:*

*MOTION: To approve the 2017/2018 Annual Financial Report, as provided by the auditor. M/S Donna/Jim, 8 in favour, 1 no response (Al Dickie), carried.*

Next Board Meeting date TBD at Post AGM meeting.