

**Hornby Island Co-op
Board Meeting Minutes
Sept 20th, 2021**

Present: Reid Carter, Tamara Lamont, Judith Fletcher, Claire Burke, Randy Wunderlich, Casey Doss, Peter Cowan, Paul Ackerson, Lisha Scott, Bill Havens

Guest speaker: Michael McNamara

Recorder: Charmaine Logan

Location: Zoom Meeting

In Camera meeting – 3:30 – 4:00pm

Regular meeting: 4:00pm – 5:16pm

Guest Speaker – Michael McNamara – Project Review Presentation

Review of documents:

- a. Project report - Program update document
- b. Preliminary structural report
- c. Lateral upgrade report

Consent Items: Accepted, as included in Board Meeting Reports Package email, unless requested to be removed for discussion;

- July 29th meeting minutes
- Sept 20th agenda
- Agenda additions: AGM planning: Recognition of members who have left the board

Team Leader Report

Motion: To approve Net Equity change of \$880, as detailed in the emailed reports package, 6. Equity Changes Sept 20th, 2021 **m/s Judith/Reid carried**

Staffing shortages – still recruiting for some vacant positions.

Upcoming AGM

The end portion of the AGM will be a membership engagement period, as the regularly planned membership engagement meeting will be postponed to February, 2022.

Recognition and gifts for retiring board members Jill and Jennifer.

Regular meeting adjourned at 5:33

Continued in-camera session to follow.

| Action Items | | | |
|---------------------|-----------|---------|----------|
| Who | Does What | By When | Complete |

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|-----------------------------------|---|-----------------------------|--|
| <i>Lisha</i> | <i>Present Business plan</i> | <i>Deferred to the fall</i> | |
| <i>Charmaine</i> | <i>Create an online survey using the board assessment tool questions</i> | <i>October 15</i> | |
| <i>Lisha</i> | <i>Send COVID Community report</i> | <i>When available</i> | |
| <i>Lisha</i> | <i>Check into deposit insurance</i> | <i>October</i> | |
| <i>Governance committee</i> | <i>Review communication of feedback policy</i> | <i>October</i> | |
| <i>Membership Engagement Comm</i> | <i>Discuss communication about the Patronage refund</i> | <i>October</i> | |
| <i>Charmaine</i> | <i>Attach the schedule and the calendar with the minutes each time. Send an invite instead of an email for the meeting.</i> | <i>Always</i> | |
| <i>Lisha</i> | <i>Send the board the insurance package</i> | <i>September 30</i> | |
| <i>Reid and Claire</i> | <i>Receive and forward any questions about the project on to Lisha and Michael</i> | <i>October 4th</i> | |