

**Hornby Island Co-op
Board Meeting Minutes
April 11, 2022**

Present: Reid Carter, Claire Burke, Judith Fletcher Elkins, Casey Doss, Paul Ackerson, Bill Havens, Tamara Lamont, Lisha Scott

Regrets: Peter Cowan

Recorder: Charmaine Logan

Location: Zoom Meeting

Regular meeting: 4:00pm – 5:20pm

Opened the meeting at 4:00pm

FCL rep was invited, but both Reps were busy today. Welcome back Lisha!

Consent Items: Accepted, as included in the April 11, 2022 Board Meeting Reports Package email, unless requested to be removed for discussion;

- Mar 22, 2022 Meeting Minutes
- April 11, 2022 Meeting Agenda with addition
- Business Evolution Committee Report

Standing Items:

- Team Leader Report – Had a great time at the FCL conference in Saskatoon.
- Board out to dinner at Seabreeze May 11th, next meeting could be at Reid’s house.
- Parks meetings are coming up. Lisha is attending these.
- Introduction letter from Sizzle – Management team reviewed the lease, finance committee will review the lease as well.

Motion: To approve a \$2500 bursary to Arwen Joy m/s Casey/Bill

Action Items

Who	Does What	By When	Complete
<i>Committee chairs</i>	<i>Send Committee meeting notifications to all Board members</i>	<i>When Scheduling meetings</i>	<i>ongoing</i>
<i>Finance Committee</i>	<i>Set dates to present financials to the board every quarter. Review tenancy leases.</i>	<i>April 2022</i>	

<i>Paul</i>	<i>Check with FCL about Occupational Health and Safety program</i>	<i>Ongoing</i>	
<i>Board</i>	<i>Set tentative 2022-23 meeting dates for approval after AGM, set the dates for the quarterly finance reviews.</i>	<i>AGM 2022</i>	
<i>Committee Chairs</i>	<i>Submit a brief committee report for the AGM reports package to Clair.</i>	<i>April 15, 2022</i>	
<i>Board</i>	<i>Continue to identify key areas of improvement add to next month agenda</i>	<i>Ongoing</i>	
<i>Board</i>	<i>Complete at least one module on the board assessment tool each year</i>	<i>Ongoing</i>	
<i>Charmaine</i>	<i>Send out annual calendar with each meeting package</i>	<i>ongoing</i>	
<i>Reid</i>	<i>Follow up with nominee Mike Zelen, nominee for the Board.</i>	<i>April 15, 2022</i>	

Public Membership Engagement meeting: Will directly follow the AGM with a presentation about the business evolution plans.

AGM: Discussions around closing the Co-op early on the day of the AGM, so that all staff could easily attend or to focus on letting staff know that if they want to attend the AGM, they can make request to have their schedule changed to accommodate that.

Manager Annual Performance Review: Process is underway with Reid and Joe.

Next meeting May 16, 2022 as scheduled in the annual meeting calendar.

Meeting adjourned at 5:19pm