

**Hornby Island Co-op
Regular Board Meeting Minutes
September 18, 2017**

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

Guests: Julia Waddington, Lisha Scott

Recorder: Anita Lewis

Location: Room to Grow

Time: 2:01 PM – 4:57 PM

Next Regular Board Meeting: Monday, October 16, 2017

Jim opened the meeting by welcoming the Board back after the summer break.

1. Standing Items:

MOTION: Approve the minutes of the July 17/17 Board Meeting. M/S Bill/Al, carried.

The Meeting Agenda was accepted with the following additions:

- The Shields Road Report included as an addendum to the Seasonal Staffing Report under new business.
- Board Meeting dates should be added to the agenda.

Correspondence from the Yes camp was reviewed. An email from CAST was discussed, inviting any Board member to attend the next meeting on X date.

2. Reports:

Team Leader – Bob reviewed the Team Leader report.

- **Action:** **HR Committee** to review the idea of providing the 10% deal to retired employees.
- **Action:** **Team Leader and Department Managers** will decide on what level of in-store staff identification is required.
- **Action:** **Bob** will address the no-parking zones alongside Hornby Creative and at the Gas Bar near Sizzle.
- **Action:** **The Finance Committee** will work with Bob on the best information to communicate with regards to the Co-op's bank information.

MOTION: To approve the net equity change of -\$2,331.28 as presented by the Team Leader. M/S Rob/Donna, carried.

MOTION: To approve the summer bonus payout of \$5,500. M/S Al/Rob, carried.

MOTION: To approve the interest adjustment of \$0.29. M/S Donna/Chris, carried.

President's Report – Jim reviewed the president's report. There was extensive discussion around the number of initiatives facing the Co-op Board, the need to prioritize, the limited resources to tackle all initiatives, and the overarching need to move forward with vision, mission and values as part of the strategic plan.

Finance Committee Report – Rob discussed the strong period 7 results.

Building Committee Report – Don reviewed the highlights of the report.

Membership Engagement Report – Bill presented the membership engagement report.

- **Action:** **The Membership Engagement Committee** will pick a date for a membership engagement meeting with the community.
- **Action:** **Bill/Lisha** to meet to view the FCL Insight and Analytics program.

Governance Committee Report – Claire discussed the key elements of the report.

- **Action:** Claire/Anita will build a Board policy manual.

Human Resources Committee – Jim presented the HR committee report.

- **Action:** Bob and the HR Committee will review the rate ranges and present back to the Board at the October meeting.

Strategic Planning– Information contained in the strategic report was discussed during other committee reports, specifically during the President’s report and the membership engagement report.

3. Old Business

Action Checklist was reviewed

- **Action:** Bob is continuing to investigate the cost to decommission the current septic.

FCL Conference – Nov 18 – 20.

- **Action:** All Board members to decide on travel details based on length of attendance at the FCL Conference.
- **Action:** All Board members to sign up for their desired courses at the FCL Conference.

Website – Upgrades to the current website covered during the Team Leader report.

4. New Business

Seasonal Staffing Report – Bob presented the Seasonal Staffing and Shields Road Property Report.

- **Action:** The Board, Team Leader, and Department Managers to meet on September 25 at 6PM (Pot Luck) to brainstorm the Co-op’s vision for the potential use of the Shields Road property.
- **Action:** Anita to book Room to Grow for the September 25 brainstorming meeting at 6PM.

Jill read an article that she wrote for the First Edition.

5. Ending Items.

- a. **In-camera session**

The Meeting adjourned at 4:57 PM, prior to in-camera session.

Next Board Meeting scheduled for October 16, 2017 – Room to Grow

Priority	Who	Does What	By When	Complete
	MNP	Provide a quote for handling the full audit for the Co-op	October	Pending
	HR Comm	Review the idea of providing the 10% deal to retired employees	Oct Board Meet	
	Team Leader and Managers	Decide on what level of in-store staff identification is required	Oct Board Meet	
	Bob	Will address both no-parking zones (by Hornby Creative and the dog friendly/Sizzle parking at the Gas Bar)	ASAP	
	Finance Comm	Work with Bob on the best information to communicate with regards to the Co-op's bank information	Oct Board Meet	
	M. Engage Comm	Select date for Membership Engagement meeting with the community	ASAP	
	Bill/Lisha	Meet to review the FCL Insight and Analytics Program	Oct Board Meet	
	Claire/Anita	Develop a Board policy manual		
	Bob/HR Comm	Review the FCL rate ranges and present back to the Board	Oct Board Meet	
	Bob	Continue to investigate the cost to decommission the current septic	On going	
	Board	Decide on travel details based on length of attendance at the FCL conference	ASAP	
	Board	Sign up for their desired courses at the FCL conference	ASAP	
	Board and Coop Mgt staff	Meet on September 25 at 6PM (Pot Luck) to brainstorm the Co-op's vision for the potential use of the Shields Road property	Sep 25/17 at 6PM	
	Anita	Book Room to Grow for Sept 25 meeting	ASAP	