

Kootenay Country Store Cooperative

Regular Board Meeting Minutes

August 21, 2017 – 6:00 PM

*** APPROVED ***

Present: Abra Brynne, Cathy-Ann Glockner, John Kingsmill, Alex Berland, Maureen Kelsey, Andrew Jarrett

Absent: Stephan Martineau

Staff Present: Allan Broom, Sean Silverson

Guests: Ari Derfel, Alexandra Forsyth

Recorder: Britney Mace

Adoption of August Meeting Agenda: M/Cathy-Ann S/Maureen

Approval of July 17, 2017 Minutes: M/John S/Cathy-Ann

Business Arising				
Item #	Who	Does What	By When	Complete?
1	HR Committee	HR Committee to make GM salary recommendation		
2	HR Committee	HR Committee to provide oversight for compensation program		
3	HR Committee	HR Committee to attempt further analysis of benchmarking data to capture total compensation of Co-op employees, including i.e. paid days off, profit share, store discount etc.		
4	HR Committee	GM to work with HR Committee to develop a total compensation approach for senior managers		

Ongoing/In Process				
Item #	Who	Does What	By When	Complete?
1	Sean	Determine the financial implications of the Board Compensation Policy and report back to the Board	Mid 2017	Ongoing
2	Abra	Plan Strategic Communications sessions with Board involvement	July 2017	Ongoing

Strategic Session Draft Goals Review

Final draft of the Mission Statement, Core Values and Vision Statement were discussed. Some small changes in grammar and presentation were discussed and noted. **Action:** Ari to work on final wording suggestions for a vote via email by Friday.

Kootenay Country Store Cooperative

Regular Board Meeting Minutes

General Manager Report

GM Report was reviewed as distributed. Two residential units and three commercial units are remaining with the Nelson Commons.

AGM Planning

Review of AGM Agenda as distributed. Some minor changes made, which are to be updated by Allan and a social event planned by David.

Committee Reports

Finance Committee

Committee minutes were circulated and discussed. The following motions were brought forward and passed:

The Finance Committee has reviewed targets, assumptions and details of the budget, including profit and pricing, risks to revenues, NCLP issues and staff compensation, and recommends the Board approve the budget as presented by Management. M/Alex S/John

The Board should authorize management to proceed with capital expenditures as proposed in the 2017-18 budget. M/Alex S/Andrew

The Board approved in principle the allocation of outreach funds towards completion of Green Space. M/Alex S/John

Governance Committee

Committee minutes were circulated, along with a Draft Board Compensation Policy. Motion to approve the policy as distributed was approved. M/John S/Maureen

HR Committee

Compensation Philosophy was discussed and changes noted. Purpose of the Philosophy is to remain broad and provide operational direction for store Policies in regards to specific details and figures with staff compensation. Motion to approve Draft 3 of the Compensation Philosophy. M/Maureen S/Andrew

Annual Calendar Review

Upcoming Dates:

Next Regular Board Meeting: September 11, 2017 – 5:30pm

AGM – September 20, 2017

Candidates Forum – Cancelled

Regular Meeting Adjourned: 7:35pm