

Kootenay Country Store Cooperative

Regular Board Meeting Minutes

August 16, 2016, 6 PM

Present: Jon Steinman, Abra Brynne, Stephan Martineau, Andrew Jarrett and Cathy-Ann Glockner

Regrets: Alex Berland

Staff Present: Allan Broom

Recorder: Nancy Liknes

Next Regular Board Meeting: Monday, September 12th, 5:30 pm

Adoption of August 16 Agenda: M/Abra S/Andrew

Approval of July 4 Minutes: M/Andrew S/Liz (with corrections and suggested amendments)

Business Arising				
	Who	Does What	By When (assumptions)	Complete (Yes/No)
1	Allan	Discuss with Jamie the wording for a member survey on patronage returns ASAP and forward the wording out to all board members.	ASAP	
2	Allan	Review and suggest responses for the talking points as presented at the Aug 15 regular board meeting.	September 12	
3	All Directors	Forward any suggestions for talking points to Jon or Jamie.	September 12	
4	Cathy-Ann or Allan	Communicate the need to develop a communication point to assure member-owners that the use of premium construction materials will not impact costs at the store.	September 12	
4	Financial Committee	Present a proposal on whether or not the Board should be presented with monthly or quarterly financial reports.	September 12	
5	Allan	Update and present Cash Flow Analysis report after a commercial or residential sale and present it at the following Board meeting.	September 12	
6	Jon	Forward the moderator questions from 2014 to the MOC.	September 12	
Ongoing/In Process				

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	Who	Does What	By When (assumptions)	Complete (Yes/No)
1	Allan	Request deposit from the commercial tenant.	September 12	

AGM Planning

Jon provided an update on the AGM planning thus far. There was a conversation around virtual tours of the new store during the AGM, or the possibility of a sign-up sheet for organized tours. There was further discussion and suggestions around the agenda and also how to clearly present financial reports. The Board reviewed current talking points. **Action:** Allan to review and suggest responses for the talking points as presented on the Aug 15 regular board meeting. **Action:** All directors to forward any suggestions for talking points to Jon or Jamie. There was discussion around how to determine if patronage returns should be awarded this year. **Action:** Allan to discuss with Jamie the wording for a member survey on patronage returns ASAP and forward the wording out to all board members. The decision on patronage returns to be made September 12th depending on member response to the survey.

New Store and Commons Report

Russell presented highlights from his previously submitted report. Team all working well together. The second slab will be poured this week. Russell answered questions around the environmental report, the laneway upgrade and the bike shelter. Spearhead and Maglio have agreed to donate some of the costs of the store's new bike shelter.

GM Report

Allan presented highlights from his submitted GM report. There has been strong growth in profitability. All departments have shown growth although there are plans to improve and further develop the bulk department. There has been a month of continuous positive development in produce.

Unaudited Financial Report

Action: Financial Committee to present a proposal on whether or not the Board should be presented with a monthly or quarterly financial report. Allan answered any questions that the Board had regarding the monthly report as presented. There was discussion around the use of premium materials through the eyes of member-owners and how to respond to member-owner concerns that the use of these materials will impact prices at the store. **Action:** Cathy-Ann or Allan to communicate the need to develop a communication point to assure member-owners that the use of premium construction materials will not impact costs at the store.

Cash Flow Analysis

Allan reviewed and discussed the Cash Flow Analysis as presented. At current projections, it will be possible to pay off construction loan in September. **Action:** Allan to update and present Cash Flow Analysis report after a commercial or residential sale and present it at the following Board meeting.

Finance Committee

No report

Member Outreach Committee

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Cathy-Ann briefly presented the MOC report. **Action:** Jon to forward the moderator questions from 2014 to the MOC. Jamie has offered to moderate the “Meet the Candidates Forum”. There have been videos made of the new candidates.

Board Development/Policy

Andrew presented a brief update on the work of the committee. The Board Development/Policy files have been rearranged and formatted so that items can be found quickly for next year. Policy files have also been rearranged. There is now an “Approved Policy” file for any files that have been approved.

HR Committee

Jon presented an HR Committee update. Committee has been discussing how to provide a three-month evaluation for GM.

CMC

Abra presented a brief CMC update. There was a question and discussion around the requirements for air-conditioning in the off-site warehouse prior to committing to any long-term lease.

Upcoming Dates:

Next Regular Board Meeting: Monday September 12th, 5:30 pm

CMC: August 31st, 2016

AGM: Wednesday, September 21st, 6:30-9:00pm, Adventure Hotel, 616 Vernon St

Regular Meeting Adjourned: 8:32 pm