

Kootenay Country Store Cooperative
Regular Board Meeting Minutes

May 9, 2016 6 PM

Present: Jon, Alex, Stephan, Andrew, Liz, Cathy-Ann and Abra

Staff Present: Paul, Russell and Sean

Guest: Anne Mowat

Recorder: Nancy

Next Meetings: Monday June 6, 5:30 pm and Monday July 4, 5:30 pm

Adopt April 11 Minutes: M/Andrew S/Cathy-Ann

Adopt May 9 Agenda: (with date correction and addition of Member/Guest Q &A: **M/Alex S/Cathy-Ann**)

	Who	Does What	By When (assumptions)	Complete (Yes/No)
1	Russell	Email Finance Committee once negotiations regarding store financing with Van City are complete.	ASAP	
3	Policy Committee	Put draft policies in a folder of the same name for board feedback.	June 6	
4	All Board members	Read through draft polices (found on the drive in a folder of the same name - please use "suggest" instead of "edit" when providing feedback).	June 6	
5	HR Committee	To have a fuller conversation around the HR Committee mandate for the next meeting.	June 6	
6	CMC committee	Discuss its configuration during the next meeting and report decision to the rest of the board.	June 6	
Ongoing/In Process				
	Who	Does What	By When (assumptions)	Complete (Yes/No)
1	Jamie	Investigate the costs and potential member advantages of a points program.	June 6	
2	Jamie	Research what percentage of staff responded to the survey along with survey respondent demographics.	June 6	
3	Finance Committee	Discuss how and if the Finance manager should produce ratios around key indicators for Quarterly reports.	June 6	
4	Nancy	Confirm AGM Date with Jamie.	June 6	
5	Member Outreach Committee	Review Paul & Jamie's communications strategy and plan how to communicate it to the membership.	June 6	
6	Jon	Add discussion of MOC TOR to May 9, 2016	Postponed	

Kootenay Country Store Cooperative
Regular Board Meeting Minutes

		meeting agenda.		
7	HR Committee	Generate a report on the 3 rd party GM Evaluation process of 2015.	June 6	
8	Board Development	Review best practices for interviewing candidates.	June 6	
9	Paul	Ask Sarah if she can provide an annual HR report that includes: reporting on wages, work-safe, a review of the board's responsibility (to ensure that the mission is being upheld), staff education/development and the board's strategic plan.	June 6	

Business Arising: Jon welcomed member/guest Anne Mowat.

Development Report

Russell presented the Development report. The display suite is not quite finished. It should be done and furnished by next week which will be followed by PR to let everyone know it is finished. Sean and Russell are still working with Van City for store financing. **Action:** Russell to send an email to Finance Committee once negotiations regarding store financing with Van City are complete. There was discussion regarding the lane way. Local painting, mechanical, and drywall crews are currently working on site. There are tours every Wednesday afternoon (1 pm or 2 pm) for staff and board members.

GM Report

Paul presented highlights from his GM report. New HR manager is Tory Berger. Sarah will be finishing at the end of the month. Management is busy with much work underway in the planning for the new store and deli.

Disclosure of Wrong Doing Policy

Jon circulated the draft and requested any initial feedback from the rest of the board. Discussion. Management Conflict Guidelines are also being developed that will ensure the board is informed and engage in any operational conflicts involving the General Manager. There was a suggestion that this document should also include what is considered to be "actionable" behaviour.

Motion: To adopt the Disclosure of Wrongdoing policy as circulated **M/Alex S/Stephan**

There was a suggestion to add a definition of what is not bullying or harassment – more clarity around what is/is not. **Action:** HR Committee to have a fuller conversation around the HR Committee mandate for the next meeting.

GM Search Committee

Interviews complete, met with members and staff, offered feedback and the board is in deliberations and hopeful they may have a decision by the end of May.

Collaborative Management Committee

Abra asked if there is a need to alter the configuration of the CMC. Not able to make that decision at this time so agreed to **Action:** CMC committee to discuss its configuration during the next meeting and report decision to the rest of the board.

Kootenay Country Store Cooperative
Regular Board Meeting Minutes

Finance Committee

Alex presented the Finance Committee report. The Committee asked the Finance Manager to develop financial forecasts over the next 7 years. That work continues and detailed reports will be presented to the Board at a future meeting. So far, the three key messages they came up with are 1. Income, expenses and risks have been assessed conservatively. 2. We anticipate positive cash flow over the next 7 years. 3. We hope to use the positive cash flow for early repayment of borrowing costs, so that we can increase returns to members, staff and the community.

Upcoming Dates

Next Meetings: Monday June 6, 5:30 pm and Monday July 4, 5:30 pm

Lorna Vanderhaeghe Public Wellness Lecture: June 1, 7 pm: Mary Hall

Coop's 41st Birthday & Market Festival: June 24

2016 AGM: September

Member/Guest was invited to ask and discuss any questions she may have. There were no questions.

Meeting Adjourned: 6:50 pm

In-Camera Meeting: 7:00 pm