

## Kootenay Country Store Cooperative

Regular Board Meeting Minutes

**December 19, 2016 – 6:00 PM**

**Present:** Abra Brynne, Stephan Martineau, Alex Berland, Cathy-Ann Glockner, John Kingsmill

**Absent:** Andrew Jarrett, Maureen Kelsey

**Staff Present:** Allan Broom, Sean Silverson

**Recorder:** Britney Mace

**Adoption of December Meeting Agenda:** M/Cathy-Ann S/John

**Approval of October 24, 2016 Minutes:** Deferred until the January 16, 2017 meeting

**Approval of November 21, 2016 Minutes:** M/Alex S/John

Item #	Who	Does What	By When	Complete?
1	Britney	Organize Board material online as per Allan's direction.	January 16, 2016	
2	John	Make suggested amendments to the Confidentiality Agreement and bring copies for approval and signature at the January meeting.	January 16, 2016	
3	John	Discuss and create a policy on regular and in-camera meeting content with the Governance Committee.	January 16, 2016	
4	Britney	Discuss the Board Policy Manual with the Governance Committee	January 16, 2016	
5	Allan	Create a roster of departmental managers to attend Board meetings.	January 16, 2016	
6	Allan	Discuss the potential options with the Marketing Department regarding communication platform options.	January 16, 2016	

Item #	Who	Does What	By When	Complete?
1	Sean	Generate a one-year report for the Board tracking basket size and transaction count	January 16, 2016	In Progress
2	Sean	Determine the financial implications of the Board Compensation Policy and report back to the Board	Mid 2017	Ongoing
3	Everyone	Add / update contact information to Google Drive Contact List under December folder	January 16, 2016	Ongoing

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### **Committee Reports**

#### ***Finance Committee***

Alex presented highlights of the Finance Committee Report. Two residential units sold since previous Board meeting, leaving eight more residential units left to sell and one restricted resale. Sales in the new store are meeting targets.

#### ***Governance Committee***

John discussed the Draft Confidentiality Agreement and reviewed as distributed. **Action:** John to make suggested amendments and bring copies for approval and signature at the January meeting. **Action:** John to discuss and create a policy on regular and in-camera meeting content with the Governance Committee.

Board Manual will be reviewed and cleaned up for content consistency by Britney. **Action:** Governance Committee and Britney to meet and discuss next steps.

Allan is to create a confidentiality agreement for Senior Management for review at the January Board meeting.  
**M/Alex S/ Cathy-Ann**

#### ***HR Committee***

Nothing new was presented or reported.

#### ***Executive Committee***

Discussions took place regarding staff/department manager involvement with the Board and their monthly meetings. **Action:** Allan to create a roster of departmental managers to attend Board meetings.

#### ***Project Review***

Discussions took place regarding the options for a project review of the Nelson Commons - general consensus that it is not needed, however a financial review and change order review was deemed necessary and will be undertaken.

#### ***President's Report***

Discussion took place regarding the content and formatting of the GM Report to the Board and the introduction of a Board report created by the President, which would be made available to the public following each month's Board meeting. **Action:** Allan to discuss the potential options with the Marketing Department regarding communication platform options.

#### **Annual Calendar Review**

##### ***Upcoming Dates:***

Next Regular Board Meeting: Monday January 16, 2017 – 5:30pm

**Regular Meeting Adjourned:** 7:34pm