

# Kootenay Country Store Cooperative

## Regular Board Meeting Minutes

**February 19, 2018**

**Present:** Abra Brynne, John Kingsmill, Maureen Kelsey, Maggie Jones, Ina Pockrass, Alex Forsythe, Shannon Hammond

**Staff Present:** Allan Broom, Sean Silverson, David Reid, Alyssa Nybel, Tyler Riddell

**Recorder:** Zoë Creighton

**Adoption of February Meeting Agenda:** M/John S/Maggie

**Approval of January, 2018 Minutes with amendments:** M/John S/Alex

Meeting brought to order at 6:01 PM

<b>Business Arising</b>				
<b>Item #</b>	<b>Who</b>	<b>Does What</b>	<b>By When</b>	<b>Complete?</b>
<b>1</b>	<b>The HR committee</b>	Will revise the GM and the interim GM job descriptions.	March Meeting	
<b>2</b>	<b>Abra</b>	Will look at the Board budget and line items and bring discussion points to the board	March Meeting	
<b>Ongoing/In Process</b>				
<b>Item #</b>	<b>Who</b>	<b>Does What</b>	<b>By When</b>	<b>Complete?</b>
<b>1</b>	<b>Governance Committee</b>	Begin working on The Kootenay Co-op's Rules in late 2017 and any changes that are to be made, begin preparing to present by the 2018 AGM.	2018 AGM	In Progress
<b>2</b>	<b>Allan &amp; Board Members</b>	Will enable Board member access to the CGIN listserv, after getting proper email addresses from Board members who do not yet have access	Early 2018	In progress
<b>3</b>	<b>Abra &amp; Governance Ctte</b>	Draft an Executive Ctte. Terms of Reference, that will include that the Board President be an ex-officio member of each committee.	Early 2018	In progress
<b>4</b>	<b>Abra</b>	Discuss governance/board training opportunities with the UCCC	Early 2018	In progress
<b>5</b>	<b>Governance Committee</b>	Update Confidentiality Policy for non-Directors.	Early 2018	In progress

### Department Update

#### Butcher/Meat Department

Tyler Riddell provided an overview of his department, and remarked how happy he is to be working at the Co-op where his workplace and personal values align. He provided an analysis of the department's

# Kootenay Country Store Cooperative

## Regular Board Meeting Minutes

margin tracking, and outlined challenges, including controlling the labour budget, and mitigation strategies, including cross-training and rotating long weekends. He provided an update on the smoker project, and projected 5 months of operations to pay off smoker purchase and installation. He invited questions from the board. They are going to pursue organic certification for the entire department.

### **Outreach/ Marketing**

David Reid and Alyssa Nybel provided an overview of their department. David provided a handout, including a graphic around the Marketing goals. (#9 in particular). He explained the intention to refocus the community giving program to more effectively align with the Co-op's mission/vision and values. He described efficiencies the department could realise, and future long range plans, including the development of a food literacy program to local schools in the future. Strategy #1 is to define impact, and figure out how to measure it.

### **Committee Reports**

#### ***Finance***

John Kingsmill provided a report, referencing the minutes included in the online Board folder. He provided an overview of the Greenspace budget. Fundraising for the initiative was also discussed. A plan to reduce the spillage/spoilage percentage is a priority. John outlined discussions with VanCity re: loan amortization schedule and balloon payments, the discussion was pursued at an In Camera session convened after the Regular Meeting. There was further discussion around the effects of the \$300 threshold discount's effect on the bottom line, and ways forward were discussed.

**MOTION:** That the threshold on the \$300 shop discount be increased to \$500 as soon as management and communications department can implement. **MOVED BY** John/ **SECONDED BY** Ina.

Maggie advocated for the idea of 2 vouchers being provided to members before the threshold change. A discussion ensued. Customer Service has suggestions around having some discretion in the implementation. **CARRIED.**

Allan will work on a comprehensive risk mitigation strategy for circulation to the Board in the near future. A discussion ensued.

#### ***Governance***

The committee did not meet last month—as nothing was urgent.

Adopting of the Board Manual **TABLED** until next meeting – the content will be further revised to include the most current version of the Rules.

#### ***Member Outreach Report***

Shannon provided an update on the committee's work, which included ToR update.

The Board proposed amendments to the circulated ToR- Shannon recorded them for the next revision.

**MOTION:** To approve the Member Outreach Terms of Reference as circulated and amended- **MOVED by** Maggie/ **SECONDED by** Maureen. **CARRIED.**

Member orientation was very successful and well-attended. Shannon offered suggestions about future orientations, including opportunities to *Market the Co-op Advantage!*

# Kootenay Country Store Cooperative

## Regular Board Meeting Minutes

### ***Human Resources***

Maureen announced that the rescheduled meeting will be on Monday February 26<sup>th</sup>.

The new and improved ToR was circulated. Recommended Additions: drafting of GM and the interim GM job descriptions the committee's ToR, and the recruitment of a new GM.

### **GM Report**

Alan offered highlights from his circulated report. Margin targets were discussed. A discussion ensued around the need for time and diligence to develop and maintain core personnel in new departments.

### **President's Report**

To address financial constraints, Abra proposed that the Board strategise around reducing the Board expenses.

Sean was asked to provide budget line items, and details, to inform a future board discussion.

**ACTION:** Abra will take a closer look at the board budget and analyse potential reductions in expenses.

Meeting adjourned and moved to In Camera at 8:23 PM.

### **Tasks/Dates**

Next Regular Board Meeting: March 19, 5:30 PM