

Kootenay Country Store Cooperative

Regular Board Meeting Minutes

November 20, 2017 – 6:00 PM

Present: Abra Brynne, John Kingsmill, Maureen Kelsey (via skype), Maggie Jones, Ina Pockrass, Alex Forsythe, Shannon Hammond- Employee Director

Staff Present: Allan Broom, Sean Silverson, Paul Kelly

Recorder: Zoë Creighton

Adoption of November Meeting Agenda: M/Maggie S/John

Approval of October 16, 2017 Minutes: M/ John S/Shannon

Business Arising				
Item #	Who	Does What	By When	Complete?
1	Britney	Will work to revise the Board manual over the next month, for approval at a future meeting.	Late 2017- Early 2018	
2	Shannon	Will circulate details of the Board/Staff Snack and Chat to Board members	December, 2017	
3	Policy Committee	Will bring revised Eligibility Agreement to sign	December Board Meeting	
4	Directors	RSVP to Tory regarding the December 8 th Holiday Party at Spirit Bar	ASAP	
5	Outreach Committee	Develop Committee Terms of Reference based upon circulated objectives document	December Board Meeting	
6	Allan	Will enable Board member access to the CGIN listserv	December	
Ongoing/In Process				
Item #	Who	Does What	By When	Complete?
1	Governance Committee	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	ongoing

Department Update

Paul Kelly, Operations Manager, provided an overview of the Operations Department, including updates on the

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meat smoker and the demand for its products, and specifics about at the offsite warehouse and infrastructural changes.

Committee Reports

Finance

John Kingsmill provided a report, referencing the minutes included in the online Board folder.

M/John **S/Alex**

That the Board accept the Finance Committee recommendation and authorize management to:

- a. relist the commercial units for either sale or lease
- b. proceed with landlord's improvements in the units, and
- c. in the event a unit is leased, continue to offer the unit for sale. **CARRIED.**

M/John **S/ Shannon**

That the Board accept the Finance Committee recommendation and authorize management to proceed with the offsite installation of a SeaCan with smoker and refrigerator. **CARRIED.**

Governance

Abra provided a report, referencing the minutes included in the online Board folder.

ACTION: Governance Committee will bring the latest iteration of the revised Director Eligibility Agreement dated November 13 to the December meeting for signing.

ACTION: Britney will work to revise the Board manual over the next months, for approval at a future meeting.

Member Outreach

Shannon provided a report, referencing the minutes included in the online Board folder.

- Board members invited to a snack and chat with staff in December in the boardroom—an outcome of the Communications Taskforce work. **ACTION:** Shannon will circulate potential dates.
- **ACTION:** Board members asked to RSVP for the December 8th 6 PM – Holiday party at the Spirit Bar.
- The Committee's circulated objectives were discussed. **ACTION:** The Outreach Committee will develop Terms of Reference based upon circulated objectives document. Abra suggested that CGIN's resources should be tapped for resource-sharing on this and other issues. **ACTION:** Allan will look into getting board access to the CGIN listserv.

The Board agreed that the Outreach Committee should work with the Governance Committee on Board Recruitment.

Human Resources

Maureen reported that the committee did not meet this month, but will soon.

Committee Chairs

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M/ Alex **S/** Maggie

To approve Chairs to the committees as follows:

John Kingsmill – Finance

Abra Brynne – Governance

Shannon Hammond – Outreach

Maureen Kelsey – Human Resources **CARRIED.**

GM Report

Alan offered highlights from his circulated report.

- Risk mitigation strategies around emerging competitors
- All 54 units have now officially been sold—congratulations and thanks were offered.
- Parking lot issues are being remedied

President's Report

Abra provided a verbal report.

- Britney had her baby! A basket is on the way.
- Fred Easton's service to the Co-op will be recognized in the next newsletter.
- A discussion took place around developments in business discounts- currently at cost +10%; or shelf – 10%. There will be an update to the Board in December.

Tasks/Dates

Next Regular Board Meeting: December 18th, 5:30 PM

Regular Meeting Adjourned: 7:45 PM