

Kootenay Country Store Cooperative

Regular Board Meeting Minutes

January 16, 2017 – 6:00 PM

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

Absent: Andrew Jarrett

Staff Present: Allan Broom, Jodi Eaton

Recorder: Britney Mace

Adoption of January Meeting Agenda: M/John S/Alex

Approval of October 24, 2016 Minutes: M/Alex S/Stephan

Approval of December 20, 2016 Minutes: M/Alex S/John

New Actions

Item #	Who	Does What	By When	Complete?
1	Andrew	Sign Board Confidentiality Agreement	February 20, 2017	
2	Governance Committee	Governance Committee to create a policy regarding Board term duration and staggering terms	February 20, 2017	
3	Governance Committee	Governance Committee to review the Board Policy Handbook and when an update is warranted	February 20, 2017	
4	Governance Committee	Governance Committee to create a Whistle Blower Policy.	February 20, 2017	
5	Britney	Develop a suitable practice for Board Meeting Minutes official sign off that is in alignment with the Co-op Act.	February 20, 2017	

Actions Carried Forward

Item #	Who	Does What	By When	Complete?
1	Sean	Determine the financial implications of the Board Compensation Policy and report back to the Board	Mid 2017	Ongoing
2	Britney	Organize Board material online as per Allan's direction.	January 16, 2016	Ongoing
3	John	Discuss and create a policy on regular and in-camera meeting content with the Governance Committee.	January 16, 2016	Ongoing
4	Britney	Discuss the Board Policy Manual with the Governance Committee	January 16, 2016	Ongoing
5	Allan	Discuss the potential options with the Marketing Department regarding communication platform options for	January 16, 2016	Ongoing

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		Board Communication.		
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Department Manager Report

Jodi Eaton – Food Services

Packaging challenges as customers do not like products being sold in plastic packaging. However the 'Mason Jar' program just started this week to try and mitigate some of the concerns. Salad bar has had tremendous feedback and great sales from the introduction of the hot bar. Grab and go sales have not been as successful as anticipated. Lastly, Marketing is starting a new campaign to share information with members about the kitchen. Flat Bread, Cake Case and Bowl Bar are all coming up in the future.

Committee Reports

General Manager report

The beginning of 2017 has started out successfully with sales being on target and growing year over year. Moving stores and transitioning to the new location, even being closed for 3 extra days in the month of December proved to be a success. A number of new employees have joined the Co-op throughout December and have settled in. We have encountered a few challenges shifting to the new store and are working together to find suitable solutions.

Governance Committee

The Board Confidentiality Agreement was updated, distributed and approved by each Board Member.

Policies regarding Board Member term duration and staggering terms was introduced and will be further discussed in future Governance Committees. **Action:** Governance Committee to create a policy regarding Board term duration and staggering terms of Board Members.

Action: Governance Committee to review the Board Policy Handbook and when an update is warranted.

Finance Committee

Committee has met and discussed the key issues of sales of residential and commercial units. One residential unit has just recently sold. Financial issues relating to moving in and terminating the lease at the old store was discussed. The committee is comfortable with the progress of sales within the store.

HR Committee

The employee benefit plan change was discussed. In addition to the General Manager evaluation process was examined. A copy of the results will be distributed to the members in the near future. The potential for an employee Whistle Blower Policy was also introduced and asked for further creation. **Action:** Governance Committee to create a Whistle Blower Policy.

Presidents Report

Discussions took place regarding Board communication with employees in the store. **Action:** Britney to develop a suitable practice for Board Meeting Minutes official sign off that is in alignment with the Co-op Act.

Annual Calendar Review

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Upcoming Dates:

Next Regular Board Meeting: February 20, 2017 at 4:30pm (NOTE different time, no dinner provided)

Regular Meeting Adjourned: 7:42pm