

Kootenay Country Store Cooperative

Regular Board Meeting Minutes

April 24, 2017 – 6:00 PM

*** APPROVED ***

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

Staff Present: Allan Broom, Sean Silverson

Recorder: Britney Mace

Adoption of April Meeting Agenda: M/Cathy-Ann S/Maureen

Approval of March 30, 2017 Minutes: M/John S/Andrew

Business Arising				
Item #	Who	Does What	By When	Complete?
1	All	All board members to complete the distributed Board evaluation form by May 15, 2017.	May 15, 2017	
2	Alan	Change access to the Board@kootenay.coop email to ensure only the Board has access to the email inbox.	May 15, 2017	

Ongoing/In Process				
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.	April 2017	Ongoing
3	Abra	Plan Strategic Communications sessions with Board involvement	Mid 2017	Ongoing

Department Manager Report(s)

Guest presentations:

Christoph Martins – Cheese and Tapas

Discussed the evolution of the department, what is working and what they are going to continue to improve.

General Manager Report

GM Report was reviewed and discussed as distributed. Case Lot sale went well, however it was determined that next year would be better in the month of April. Only three units and one restricted resale unit left. New Marketing Manager started this month.

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Committee Reports

Finance Committee

Received the General Manager report and everything is looking positive. There is some interest around commercial sales of the Commons.

Governance Committee

A Board evaluation was recommended to be conducted this year, and each year thereafter. A proposed evaluation tool was distributed and the timing and delivery of the evaluation was discussed. **Action:** Britney to input to Survey Monkey or Google Form and distribute to the Board. **Action:** All board members to complete the distributed form by May 15, 2017.

Board recruitment marketing is underway and the application package has been updated.

HR Committee

Committee Report was reviewed as distributed. Management Conflict Guidelines policy is under review and may need to be revised. General Manager goals and strategic direction was discussed and will be presented at future meetings. Salary and benefits review was also discussed.

President's Report

President's report was reviewed and discussed as distributed. Suggested changes to the store's rules were discussed and will be developed for the upcoming AGM by the Governance Committee. Strategic planning meeting direction was discussed, a moderator was agreed upon and a proposed date of June 28, 2017 was agreed upon.

Confidentiality of Board emails was discussed to ensure that members and employees have direct access to contact the Board directly, without the General Manager being informed first. **Action:** Alan to change access to the Board@kootenay.coop email to ensure only the Board has access to the email inbox.

Annual Calendar Review

Upcoming Dates:

Next Regular Board Meeting: May 15, 2017 – 5:30pm

Following Regular Board Meeting: June 19, 2017 – 5:30pm

Regular Meeting Adjourned: 7:26pm