

# Kootenay Country Store Cooperative

Regular Board Meeting Minutes

March 30, 2017 – 6:00 PM

\*\*\* APPROVED \*\*\*

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

**Absent:** Alex Berland

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

**Recorder:** Britney Mace

**Adoption of March Meeting Agenda:** M/John S/Andrew

**Approval of February 20, 2017 Minutes:** M/Cathy-Ann S/Maureen

Business Arising				
Item #	Who	Does What	By When	Complete?
1	Abra	Plan Strategic Communications sessions with Board involvement	Mid 2017	Ongoing

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
4	Britney	Reorganize Board Policy Manual as per the Governance Committee direction	May 2017	Ongoing

## Department Manager Report(s)

Guests present during the meeting:

Michelle Beneteau – Wellness Manager

Caleigh Kerekes – Assistant Manager

Mary Willow Laurentzin – Buyer

The Wellness Department provided an overview of their department, their strengths, challenges and ideas moving forward.

## General Manager Report

Report was discussed as distributed. February is traditionally a slower month, but it is predicted that sales will improve with weather.

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### **Committee Reports**

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

Finance Committee report has been discussed as distributed. Equity partners have all been paid out. Old store lease has been given back and all associated costs (utilities, insurance etc.) have been stopped. Loading dock gates have been installed.

**Motion:** Due to the by-law amendment that complicates the possibility of a restricted resale, the Board directs Allan to work with the City of Nelson to remove the last restricted resale unit from the program and use the funds to make a contribution to the Nelson Affordable Housing Fund and the Community Green Space.  
M/Stephan S/John

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

In-Camera Draft Policy was discussed as distributed and feedback was provided.

**Motion:** Approved as amended. M/Andrew S/ Stephan

Whistle-blower Draft Policy was discussed and determined that Operations is to be involved for drafting and review before bringing back to the Board for input.

**Action:** Cathy-Ann to distribute operational Communication Policy document to the Board for review and approval for distribution by Tuesday April 4, 2017.

Board Meeting Minute finalization was discussed and agreed upon. Minutes are to be approved, documented by typing APPROVED on the top of the document, then converted to PDF before uploading back to the Board Drive. All MS Word versions are to be removed from the Drive.

Board terms and staggering terms was discussed, but no formal decision was made. Board Members up for election this year declared running status.

Strategic Planning session discussed and given back to the Governance Committee to determine details.

**Action:** Andrew to poll the Board and Senior Management on available dates in June.

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

Early Retirement Benefit Policy was discussed.

**Motion:** Direct the staff to remove the Early Retirement Benefit Policy from the store's policy handbook. M/John S/Andrew

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

GM Evaluation went well and upcoming meetings with the General Manager to discuss results will be occurring in the near future. **Action:** Ad Hoc Strategic Communications Committee to be developed. Proposed committee members: Alex, Abra, Cathy-Ann and Allan with a meeting for the end of April.

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### **Annual Calendar Review**

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

Next Regular Board Meeting: April 24, 2017 – 5:30pm

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

**Regular Meeting Adjourned: 7:36pm**