

Kootenay Country Store Cooperative

Regular Board Meeting Minutes

March 19, 2018

Present: Abra Brynne, John Kingsmill, Maggie Jones, Ina Pockrass, Alex Forsythe

Regrets: Shannon Hammond, Maureen Kelsey

Staff Present: Allan Broom, Sean Silverson, Tory Berger, Amanda Verigin

Recorder: Zoë Creighton

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

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

Meeting brought to order at 6:33 PM

Business Arising				
Item #	Who	Does What	By When	Complete?
1	Abra	Will circulate the amended HR Terms of Reference.	April Meeting	
2	Directors	Bring a status report on terms/intentions to seek re-election	April Meeting	
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	In Progress
2	Abra & Governance Ctte	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
3	Abra	Will look at the Board budget and line items and bring discussion points to the board	April 2018	In progress
4	The HR committee	Will revise the GM and the interim GM job descriptions.	March Meeting	In Progress

Goals Committee Update

HR Department

Tory Berger provided an overview of the progress of the HR Department's pursuit of their strategic goals identified during the strategic planning session. She described some of the outputs that will come out of the process—which will include the development of a staff intranet.

Department Update

Amanda Verigin/Grocery

Amanda provided an overview of the department's recent developments and improvements. She explained the evolution of consumer demand, the expansion of the department's demo programme, and the current focus on improving merchandising. Future plans include expanding the bulk repack

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program. She answered questions from Board members.

Committee Reports

Finance

John Kingsmill provided a report, referencing the minutes included in the online Board folder. A highlight included recent fruitful conversations with the newly launched Canadian Co-op investment Fund.

Outreach Report

Maggie provided an update on the committee's work, referencing minutes of the recent meeting. Member engagement is a current priority. A discussion took place around revamping the Charitable Donations Program. AGM planning is underway –there is a goal to make this year's the event engaging, inclusive and informative, while also humorous and entertaining. Board recruitment efforts will be launched soon; Maggie outlined the timeline. The annual marketing calendar was circulated.

Human Resources

Maggie provided the report. BC Minimum Wage increases were discussed – the 2019 increase will impact some junior positions. GM evaluation planning is underway. GM Job description revision is underway.

M/ John **S/** Maggie

To approve the most recent HR Committee Terms of Reference (Rev. 3) as distributed and amended with regard to Item #3 (Participation). **CARRIED.**

ACTION: Abra will circulate the amended HR Committee ToR.

GM Report

Allan offered highlights from his circulated report. A discussion took place around the member loans campaign and the Canadian Co-op Investment Fund. Allan provided an overview of conference and professional development opportunities that staff and management will attend on the horizon, including the CCMA Conference in Portland; the SMU Executive Education Course hosted by the UCCC in Nelson in May, and a La Siembra Co-op-sponsored study tour of Peru.

President's Report

Abra provided a verbal report, which included opportunities for Directors to access governance, etc training through the UCCC and the Saskatchewan-based Co-operatives First program.

M/ Maggie **S/** John

To adopt the latest iteration of the Board Manual dated March 19th 2018. **CARRIED.**

Tasks/Dates

Next Regular Board Meetings:

April 23rd

May 28th

AGM September 12th

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Meeting adjourned at 8:47