

Cortes Community Food Coop Board Meeting – July 15, 2013

In attendance: Theresa Hargrave, Eric Hargrave, De Clarke, Russ Haddow, Ray Grout, Madhurima Braaten, MyAnn Woolley, Jenn Nelson, Josee Gagnon, and Diana Manson.

1. New Officers and Board Code of Ethics

a. The following officers were elected.

Secretary- Jenn Nelson

Motion by Theresa; Seconded by De; All in favour.

Chair – De

Motion by Jenn; Seconded by Theresa; All in favour.

Vice Chair – Ray Grout

Motion by De; Seconded by Theresa; All in favour.

Treasurer – Diana

Motion by Theresa; Seconded by De; All in favour.

Eric will create new email list for new board.

b. De moved that we adopt a written code of ethics to be reviewed on a future agenda and a sample Code of Ethics from Hornby Island Coop was provided. Ray seconded the motion and all were in favour.

2. Old Business

a. Board Insurance. **Diana, De and Ray will review board insurance documents and discuss with Eric who will review current insurance documents to look at our coverage and will report back at next meeting**

b. Staff Manual/Wage Scale

Eric **will** get feed back from Kathy Smail about the Staff Manual and then **Theresa** will make a clean copy for Eric to post to Google Docs for review.

Eric will send out staff wage proposals for board review.

Note: Eric made a point that the board would need to have a discussion about our overall goals for the store margins and budget in order to be able to make decisions about wages, etc.

c. Margin/Budgets

d. Land Purchase. We heard back from VanCity (the lender of choice) and at this time they are not ready to give us the loan. They said they will need

1. A capital reserve of \$10,000

2. Increase in our margins (i.e. improvement of financial projections)

Furthermore, they said they would consider unequal payments.

De moved that we get board permission to submit proposal to the Coastal Comm. Credit Union. This was seconded by Ray and all voted in favour.

De and Eric will take proposal to Nanaimo branch.

Theresa gave an update that the Land Committee is excited because they got a \$50,000 grant for a solar aquatics system from VanCity GoGreen grant. They are still waiting for the details to be provided in the grant letter.

Theresa also mentioned that the Land Committee is ready to do some fundraising for the land issues – and this could be targeted to build a Capital Reserve.

De moved that we empower Theresa to give land committee the board approval to start fundraising initiative, for Eric to set up new separate bank account with credit union for the Capital Reserve funds that come the fundraising drive.

Seconded by Madhurima and all voted in favour.

De will also write up a memo for the staff re. messaging for this fundraising effort for capital reserve to secure a loan.

3. New Business

a. Memorandum of Understanding with ‘tenants.’

De moves we empower Eric to spend up to \$1500 of Coop Challenge grant money to get advice from lawyer for current tenant situation and potential future situation if we become landowner. Ray seconded the motion and all voted in favour.

Eric will consult with Andrew Smyth, a former real-estate lawyer, to try to minimize billable time with practicing lawyer.

b. Bike Rack

MyAnn proposed that we have a bike rack at coop/ café. Madhurima will add it to volunteer project list for fall workbee.

c. Deliveries to Seniors/ Online ordering

d. Effort to make food staples more affordable to attract more of the island to shop at coop.

Jenn, Russ and Madhurima will form a committee to research sourcing products directly from producers so we can offer savings to members.

e. Review policy to give local businesses 10% of purchases made at the coop.

f. CMHC Seed money grant of 10,000 – a grant for feasibility study of affordable housing.

The following two deliverables need to be completed before we can invoice for any of the grant money.

1. An updated housing survey
2. A business plan for the affordable housing

Sandra will be writing ads for the Tideline for people to apply to do these jobs.

g. Board discount

MyAnn suggested we implement a board discount. Some thought this was already in place. Eric will look into this and perhaps develop a formal policy.

4. Next meeting: Monday August 26th at the café.