

CNFC Board Minutes: Oct. 22nd, 2015

In attendance: Suzanne, Carla, Philip, De, Myann, Mary-Lu, Michael, Lee, Eric, Mielle

1. Approval of minutes from the last meeting

The minutes are approved with the following amendments: introductions of the new board member currently in the expanded minutes (and all names in the body of the text) will be removed from the official version used for our legal files. This text will be expanded to include Mary-Lu and Carla, and submitted to the newsletter.

Discussion: we should have a second binder containing the expanded minutes available for interested members.

Motion: De moves to approve the minutes with the above amendments, Micheal seconds. All are in favour.

2. Approval of agenda

Motion: Philip moves to approve agenda, Mary Lu seconds. All are in favour.

3. Manager's report

The staff evaluation process in the employee manual is being implemented in November. A management team with supervisors from cafe and managers from the store is being put together

The cafe is currently open two days a week (Mondays and Wednesdays) and is reaching the \$1100 per day needed to pay staff.

The manager is working on new piece of software to calculate and predict margins and see up-to-date data.

The in-store 'specials' program will now be run by Josee, Myann, and Meg.

There are a number of tenancy issues awaiting the establishment of a grounds a property committee.

4. Fundraising request from a community member

Discussion: There are lots of issues involved as we would need to staff the cafe during the event, close up afterwards, etc. With a firm proposal, the CNFC is willing to consider renting the cafe seating space, but not the kitchen.

5. Go-Green grant educational visitor centre

Work must be done to revise the original proposal for a victory education centre and obtain an extension beyond the Dec. 30th deadline. We need a committee, and we need to hire a project manager to get everyone, and everything, lined up.

The educational component is tied in to FOCI's lake stewardship, and should promote lake stewardship.

The project requires a project manager. It is going to involve a lot of communication. It has a budget of \$15,000, and can include a mural, market stall, interactive map of the property, and appropriate logos.

Carla will reach out to Sandra to try to clarify the funding situation, and if the funding can include hiring a project manager.

6. Financial Advisory Committee (FAC) to the CNFC Board

Discussion prior to the arrival of the nascent Financial Advisory Committee:

The expertise brought by some of the people willing to stand on the committee is very valuable, yet there is some concern from the floor regarding the wording of the Charter for the Finance Advisory Committee presented to the board. The question is raised: is the approach FAC, which may stem from large corporations, entirely relevant for a little tiny grocery store?

The first recommendation from FAC is the implementation of point of sale tracking and inventory: it can be costly to implement in the short term.

Discussion with the FAC members: (Jason Andrews, Jodie Brady, Ron Bazar, Marilyn Fitzmaurice)

Discussion: The Charter outlines a basic mutual understanding of principles of governance, ensuring accountable processes and transparency. FAC truly remains in an advisory role, with the power of decision residing with the board.

FAC requests to be a completely separate entity. No board members will sit on it.

FAC offers the CNFC Board the following:

1. periodic reports monitoring the financial health of the CNFC
2. specific recommendations which outline: i) what the facts are (the status), ii) what the target is (what the status should be), iii) an implementation plan to meet that target, iv) reports on progress (or lack thereof).
3. responses to specific requests from the Board.

An immediate risk confronting the CNFC:

A point of sale (POS) system which would allow immediate updating of inventory is already installed in the CNFC computers. It needs to be implemented. We haven't done this yet because we don't have a lot of labour to put toward this.

Further risks to be addressed:

Cash revenue leaving the CNFC is not automatic feed, but is manual. As cash leaves the premises it should be counted and go in sealed bag.

We need to improve our accounting program at year's end.

Next Steps:

A. Create an operating budget at the start of each fiscal year (this is a fiduciary duty)

B. Find someone who can take charge of inventory and can train the rest of the staff.

The end of fiscal year is Feb. 28th. This means we need to act expediently.

Motion: Mary-Lu moves to accept the Charter for the Finance Advisory Committee (FAC) at the Cortes Natural Food Co-op and to approve the committee's selection of Jodie Brady as Chair, and Jason Andrews, Marilyn Fitzmaurice, and Ron Bazar as members. Suzanne seconds this motion. All are in favour.

Motion: Suzanne nominates Carla as the Board's liaison with FAC. Mary Lu seconds the nomination. All are in favour.

7. Manager's presence at Board meeting:

Discussion: the Board and the Manager need to work together. The decision is to keep the manager's presence situational and ask Eric to leave when/if appropriate.

8. Update and request from the secretary/board administrator:

The secretary requests increased hours to adequately address duties, and staff benefits.

Motion: Mary-Lu moves to cap the secretary's hours at 20 per month, and to extend her the staff discount. Philip seconds. All are in favour.

Motion: De moves to adjourn the meeting. Michael seconds the motion. All are in favour.

The next meeting is scheduled for Nov. 19th at 4pm.