

MINUTES: March 1, 2010

KARMA CO-OPERATIVE BOARD OF DIRECTORS

Minutes for meeting of Monday, March 1, 2010, 7:10-10p.m.

Arthur Jacobs' home, 90 Olive Ave.

Directors present: Arel Agnew, Corey Berman, Hilary Gibson-Wood, Arthur Jacobs, Howard Kaplan, Angela Lee, Sarah Pretty, Danielle Thibodeau, Benjamin Watts

Regrets: Reg McQuaid

Staff Present: Justin McNabb (General Manager)

Chair: Sarah Pretty

Note-taker: Ryan Fobel

Minutes editor: Reg McQuaid

Members: Layla Rich

1) Call to order.

Meeting was called to order at 7:05pm.

2) Approval of minutes from previous meeting

Hilary asked for a clarified wording of section 5f.

<p>Sarah moved to accept the amended minutes from the meeting on February 1st. All in favour. Passed.</p>
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3) Treasurer's Report (Howard)

a. attached as Appendix.

b. Howard asked who is responsible for setting and what is the policy on the non-union staff discount (casual labour/management, contract employees, etc.)? Does it only apply to staff members who work over 25 hrs a week? The board agreed to follow up with Justin when he arrived later on.

c. Howard asked the board for some direction on preparing the budget? There is some extra money from the membership fees (\$18/year) on the order of \$2000. Some potential uses for this money include lowering the membership fee, paying for the member's room or investing in making board/committees run better.

d. Based on membership forum, there doesn't seem to be a need for reducing the membership fee. Howard will advise the financial committee to prepare a budget with some room left over for board to decide how to improve membership services.

e. Regarding the operations budget, Howard expressed that it would be difficult this year to come up with a realistic plan without knowing about any of the new initiatives that the board will be implementing to increase sales. He felt that the committee could produce a budget that is balanced but

unrealistic, or more conservative and unbalanced. There was a general consensus from the board that the financial committee should produce as realistic of a budget as possible.

f. Howard asked whether there were any major initiatives that the financial committee should take into consideration when drafting the budget. Art brought up that we may need \$1800 for an automatic door on the south wall and potentially one of the freezers may need to be replaced.

g. Howard also asked whether there had been any more news about the noise complaint (i.e. will we need to spend money on refrigeration)? This question will also be put to Justin later in the meeting.

4) Conflict of Interest

a. Corey declared to the board a potential conflict of interest regarding a business that he is involved with. This business imports several green goods to various retailers (Koru distribution). Justin had asked Corey whether or not he would be interested in selling some of these goods through Karma. This raises a conflict of interest since Corey sits on board of directors and is also on the supervisory committee.

b. As an example of how this might be handled, Art referred to his own situation. He works as a service contractor but excuses himself from any decisions regarding the purchasing of equipment, etc.

c. There was a general agreement that Corey's conflict could be dealt with by having someone other than Justin make decisions regarding buying of goods, and by having Corey's partner handle the sales end of the business with Karma.

5) Roles and Job titles

a. a. Four position descriptions had been distributed before or at the meeting. All four were discussed and amended. The amended versions are attached to these minutes.

Sarah moves to adopt the amended Committee Secretary description. All in favour. Passed.

Sarah moves to adopt the amended Communications Secretary description. All in favour. Passed.

Sarah moves to adopt the amended Policy and Archive Secretary description. All in favour. Passed.

Sarah moves to adopt the amended Building Liaison Officer description. All in favour. Passed.

Howard moves for the election of Angela as Committee Secretary. All in favour. Passed.

Howard moves for the election of Hilary as Communications Secretary. All in favour. Passed.

Howard moves for the election of Ben as Policy and Archive Secretary. All in favour. Passed.

Arel moves to elect Danielle as the Vice President of Karma Co-operative, effective immediately, with the authority and responsibilities as described in the position description approved by the Board on Oct 24, 2009, and with the understanding that some of those duties may be reassigned

at future meetings. All in favour. Passed.

Given Sarah Pretty's decision to leave the Supervisory Committee, the board appoints Arel Agnew in Sarah's stead. All in favour. Passed.

b. At the February meeting, Sarah expressed her decision to resign as President of the board. In response to the above elections and restructuring of responsibilities, she decided to reconsider and will remain as President.

6) General Manager's Report (Justin)

- a. 908 members (drop from 917 last month)
- b. Justin would like to propose the reinstatement of corporate memberships (group membership, collective living arrangements, cafes, caterers, student groups, etc.).
- c. This issue was raised with Hilary at the members' forum. Several other members also expressed interest in this issue. Questions were raised as to how a corporate membership would work (how would it be structured)? This may require some more research and will be deferred until the next meeting.
- d. The board asked Justin whether or not there had been any more noise complaints. He replied that there have not.
- e. The board also asked Justin about employee discounts for non-union members. Is there a policy on who gets this discount? According to Justin, casual employees are currently getting the discount. This conflicts with the union contract because unionized staff do not get the discount until they have worked through the probationary period. This sets a precedent that the union may take issue with. This policy issue will be delegated to Arel.
- f. Arel raised the question whether or not special orders are worth the expense to the organization? The board decided to delegate this decision to the supervisory committee.

7) Implementation Committee (Arel)

- a. The papers will be signed on Friday.
- b. The committee is in the stages of writing up the job descriptions, policy book, etc.
- c. Ken specifically asked Arel to stop being the mediator between Ken and the management. Ken proposed that board needs to move to being more of a policy board and let Justin handle implementation details.
- d. If Justin is going to be talking privately with Ken, Howard would like to have that information relayed to the board.
- e. Arel is not going to hire Ken right now to help with implementation.
- f. Howard asked whether or not the implementation committee should be given the authority to engage Ken and/or purchase templates, etc.? There was a brief discussion as to whether we should try to establish a mandate for the implementation committee. Due to the time (9:00) and remaining items on agenda, this will be discussed at next meeting.

8) Debriefing of membership forum (Hilary)

- a. Overall, the meeting was a success. Substance of meeting was well received.

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- b. There was some concern that not everyone was getting all of the emails. How is this information currently kept up-to-date? When members pay their fees, they are asked to update their contact information. New members are added by Mary Lou when they sign up. Since some members got some messages and not others, maybe some of the emails were sent to spam folders? Hilary will follow up with web committee to see if they might know what is causing the problem.
- c. ~25 people attended from a good cross-section of committees. There was a variety of different kinds of members (longtime and new members). Ultimately, the forum served as a good focus group for feeling out the membership.
- d. Two of the proposed ideas received broad support at the forum: 1. vouchers for member labour that could be redeemed for store credit, 2. allowing sales to non-members in some form.
- e. There was little support for the elimination of the \$18 building fee.
- f. Formal minutes and discussion document will be sent out to the members who attended the forum for comments, and will then be sent out to the broader membership.
- g. Hillary expressed her opinion that this was a useful exercise and a good way to get feedback from the membership on new policy directions. She posed the question of what might be a useful topic for a subsequent members' forum.
- h. Several board members thought that we should focus on moving on the results of the members' forum instead.
- i. Formal minutes and a discussion document (at least the section relating to section one), will be sent to Corey by Friday March 5th so that Corey and Justin can meet to discuss the implementation details surrounding the member labour vouchers (idea #1 from members' forum). Howard will also bring these documents to the March Financial Committee meeting. This issue will be further discussed at the April board meeting.
- j. Plans are for the next board news email to go out in April with the finalized minutes and discussion document from membership forum.

9) Adjournment. The meeting ended at 10:00.

The next board meeting will be held on April 12th, 2010, since April 5th is a holiday (Easter Monday).

Appendices:

- 1. Treasurer's report.**
- 2. Committee Secretary description.**
- 3. Communications Secretary description.**
- 4. Policy and Archive Secretary description.**
- 5. Building Liaison Officer description.**